



Knocknacarra Educate Together
National School

In-School Management Team Policy

This policy has been formulated to identify the roles and responsibilities of the in-school management team, which is currently comprised of a teaching principal, deputy principal and one AP II postholder.

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Introductory Statement and Rationale

Knocknacarra Educate Together National School is a primary school operating under the principles of Educate Together schools: equality-based, co-educational, child-centred and democratically run. In order to achieve the vision of the school, as described in the school plan, it is essential that those members of staff who have been appointed to posts of responsibility as members of the school's in-school management team have a clear understanding of their roles and responsibilities in order to support the ongoing improvement and development of this learning community.

Aims

This policy:

- describes the process for appointing members of the in-school management team,
- provides structure for formal and informal collaboration as well as decision-making processes for the team and
- identifies the responsibilities of the in-school management team.

The allocation of these responsibilities will be mutually agreed by the management team and are detailed in the appendices to this policy.

It is recognised that other staff members may take specific responsibilities in areas of particular personal interest on a voluntary basis. This work is recognised and appreciated by the school community and summarised in Appendix 2.

Guidelines

Appointment of In-School Management Team

- Circulars [0044/2019](#) and 0043/2022 provide essential guidelines for appointing in-school management members. In the event of the resignation of the principal or deputy principal, open recruitment will take place. Assistant Principal (AP) II post-holders are determined through internal competition.
- In the event a member the team is temporarily unable to continue in the post, the next most senior individual will act up. If necessary, the AP II post can be filled temporarily by another member of staff in accordance with guidelines found in Circular 0044/2019.

Structures to Support Collaboration and Shared Decision-Making

- The in-school management team meets at least twice per term, though meetings may be more frequent if required.
- The in-school management team will discuss policies and procedures in the school, reaching a consensus and making a recommendation to the staff and board.
- Action-based minutes are kept and distributed to the members of the team, with team members taking on this responsibility on a rotating basis.
- A regular part of these meetings is to discuss support programmes for children with learning, emotional and social needs. They act as the Care Team, working with the entire staff to support children.

Duties and Responsibilities of the In-School Management Team

Duties and responsibilities of all members of the management team include:

- Attendance at in-school management meetings
- Additional supervision duties (at present in the mornings and afternoons as well as additional yard supervision), which is reviewed as required
- Taking on roles as specified in the Critical Incidents Policy
- Member of the school's Care Team

Responsibilities Reserved to the Principal

- Member and secretary of the Board of Management responsible for writing minutes, circulating documents and drafting the agenda for meetings
- Designated Liaison Person for all Child Protection matters
- Ensuring the updating of Pupil Online Database (POD) and all statistics, with the support of the secretary
- Reading and approving all end-of-year reports
- Signing SEN applications
- Leading the enrolment process
- Recruitment of staff members as well as completing applications for additional posts
- Developing a budget, maintaining financial accounts, making necessary payments and approving spending
- Liaising with the Department regarding long-term developmental matters such as school accommodation
- Liaising with the Patron regarding long-term developmental matters such as school accommodation
- Supervising ancillary staff members
- Arranging for repair and maintenance of the school facilities, with the support of the secretary
- Leading whole-school continuing professional development including staff meetings, CPD-goal writing and facilitating the video/journal club (see Continuing Professional Development Policy)

In addition to the ordinary teaching responsibilities, the following responsibilities are delegated to specific members of the management team by mutual agreement. The delegation of responsibilities is recorded in the appendix of this policy. The appendix will be reviewed on an annual basis.

Governance & Financial Management

- Leading the drafting and review of all parts of the School Plan including policies and curricular plans
- Seeking consultation, drafting and reviewing policies and the school plan
- Leading the School Self-Evaluation Process

Specified Roles in School-wide Projects

- These will be reviewed on a biennial basis and will form the core of each leader's responsibilities.

Facilities Management

- Key holder for alarm monitoring

In-School Management Team – Knocknacarra Educate Together NS – 2022 (2023 update)

- Organising and maintaining the shared storage spaces
- Fire Officer
- Health and Safety Officer
- First Aiders
- Providing ICT support in the school

Develop & Support Good Communications

- Designing and updating the school website
- Monitoring and updating the school Facebook page
- Writing the newsletter
- Monitoring the Facebook parent group
- Attending PTA meetings, as required, which may also involve other staff members
- Proposing, leading discussion on and preparing the annual academic calendar

Staff Management

- Overseeing the induction of the new staff members
- Member of the Droichead Professional Support Team (PST)
- Acting as approver for staff leave on OLCS (Online Claims Systems), with the support of the secretary as data enterer

School Operations

- Ordering materials for the school, with support of the secretary and in-school management team
- Arranging for annual standardised testing
- Leading the application process for resources for pupils with additional educational needs
- Working with support teachers to ensure that support plans are completed

The above list is not exhaustive and any other responsibilities as agreed with the Board of Management may be included in the appendix.

Review and Monitoring

This policy will be reviewed as required but no later than 2025. The attached appendices will be reviewed on an annual basis, first by the members of the in-school management team and then by the Board of Management. It may also be reviewed at the request of any member of the in-school management team at any time, especially if there is a change of personnel on the team.

Ratification by the Board of Management

This policy was ratified by the Board of Management on the date below. The policy is shared electronically with all staff members. A hard copy is available on request.

Paul Adams, Chairperson

Date of ratification: 19/10/2022

Appendix 1: Delegated Responsibilities for Posts of Responsibility

This section of the policy will be reviewed and agreed on an annual basis by the members of the in-school management team.

Duties and responsibilities generic to all members include:

- Attending in-school management meetings and writing termly progress reports to the Board of Management and staff
- Fulfilling roles as specified in the Critical Incidents Policy
- Acting as a member of the school's Care Team
- Leading the school's self-evaluation process and contributing to the fulfilment of the School Plan

Additional Responsibilities of the Principal

Primary Leadership Role: Additional Education Needs Coordinator

- All responsibilities listed in the body of the policy reserved for the principal
- First Aider
- Leading all planning and development work related to supporting children with additional needs
 - Ensuring all support plans are completed and that the additional education needs policy is being implemented correctly
 - Supporting the ongoing professional development of support and class teachers
 - Submitting applications for additional resources, as required
 - Overseeing timetabling in the school related to ISAs and support allocations
 - Ensuring adequate resourcing is in place for additional education needs
- Organising and maintaining the shared storage spaces in the store room and staff room
- Writing the newsletter
- Designing and updating the school website
- Monitoring and updating the school Facebook page
- Monitoring the Facebook parent group
- Attending PTA meetings
- Simple maintenance work in the school
- Ordering materials for the school, with support of the secretary and in-school management team
- Primary key holder for alarm monitoring
- Organising substitute teachers
- Acting as approver for leave on the Online Claims System (OLCS), with the support of the secretary
- Updating the Pupil Online Database (POD) and all statistics, with the secretary's support
- Acting as a member of the Droichead Professional Support Team
- Additional supervision duties (at present in the mornings and afternoons as well as additional yard supervision), which is reviewed as required
- Arranging for annual standardised testing
- Any other responsibilities as agreed with the Board of Management

Current Responsibilities of the Deputy Principal

In addition to the ordinary teaching responsibilities, the following responsibilities are currently assigned:

Primary Leadership Role: Primary Language Curriculum Coordinator

- Fulfilling all duties of the principal teacher in his or her absence
- Leading the roll-out of the new Primary Language Curriculum as well as leading ongoing review of these curriculum plans
 - Providing professional development support for staff members
 - Leading ongoing in-school professional development related to the implementation of the Primary Language Curriculum
 - Supporting and monitoring the maintenance of assessment folders
 - Review of the English Curriculum Plan (2022-2023 academic year)
 - Review of the Irish Curriculum Plan (2023-2024 academic year)
- Second key holder for alarm monitoring
- Acting as secondary approver for staff leave on OLCS to approve the principal's absences.
- Additional supervision duties (at present in the mornings as well as additional yard supervision), which is reviewed as required
- Leading the induction process for new staff members including the Droichead Professional Support Team
- Coordinating work placements
- Implementing the Child Safeguarding Statement as the Deputy Designated Liaison Person (DDLDP)
- First aider
- Proposing, leading discussion on and preparing the annual academic calendar
- Any other responsibilities as agreed with the principal and the Board of Management

Current Responsibilities of the First Assistant Principal (AP) II Post

In addition to the ordinary teaching responsibilities, the following responsibilities are currently assigned:

Primary Responsibility: STEM Coordinator

- Leading whole-school initiatives related to STEM
 - Review of the SESE Curriculum Plan (2022-2023)
 - Preparing for the introduction of the forthcoming new maths curriculum
 - Providing opportunities for professional development related to STEM
 - Organising, procuring and maintaining materials related to STEM teaching and learning
 - Working with staff to promote STEM events and whole-school learning opportunities
- PE equipment manager
- Additional key holder for alarm monitoring
- Any other responsibilities as agreed with the principal and the Board of Management

Current Responsibilities of the Second Assistant Principal (AP) II Post

In addition to the ordinary teaching responsibilities, the following responsibilities are currently assigned:

Primary Leadership Role: Learn Together, Ethos and Wellbeing Coordinator

- Leading the whole-school work related to ethos and wellbeing
 - Leading the ethos evaluation process
 - Leading the implementation of the new Learn Together curriculum (2022-2023)
 - Reviewing the Learn Together Curriculum Plan (2023-2024)
 - Sourcing professional development opportunities and resources to support the teaching of the Learn Together curriculum

- Coordinating wellbeing experiences for both staff and pupils
- Fire Officer
- Additional key holder for alarm monitoring
- Any other responsibilities as agreed with the principal and the Board of Management

Current Responsibilities of the Third Assistant Principal (AP) II Post

In addition to the ordinary teaching responsibilities, the following responsibilities are currently assigned:

Primary Leadership Role: IT Coordinator

- Leading the use of IT as a tool for teaching and learning
 - Leading the implementation of the school's Digital Strategy and Information Technology Curriculum Plan (to be reviewed in 2023-2024)
 - Arranging for ongoing maintenance, repair and proper storage of IT equipment
 - Leading the procurement process for purchasing new equipment
 - Providing ongoing professional development experiences for staff related to IT
 - Setting up communication structures for the staff including the enhanced use of Aladdin and Google Calendar and supporting the use of tools for home communication and distance learning including Google Classroom and/or Seesaw
- Health and Safety Officer
- Additional key holder for alarm monitoring
- Any other responsibilities as agreed with the principal and the Board of Management

Agreement by the In-School Management Team Members

This list of responsibilities was discussed and agreed by the team members.

Matt Wallen, principal

Áine Ní Chuinneagáin, deputy principal

Vivienne Kelly, AP II postholder

Eileen Duffy, AP II postholder

Padraic Hickey, AP II postholder

Date of agreement: 07/09/2023

Appendix 2: Whole-School Responsibilities and Leadership of Initiatives

COMMITTEES FOR INITIATIVES

	Leading	Supporting		
Active Flag	Vivienne	Arike	Ann	Matt
Creative Schools	Áine	Magda	Eileen	Audrey
Gaelbhreach	Matt	Eileen	Áine	
Green Schools and Sustainability	Sarah-Jane	Sarah	Nora	
Student Council/Child's Rights School	Ciara	Margaret	Arike	
STEM Award	Pádraic	Vivienne	Fionnuala	
Learn Together	Eileen	Claudia	Áine	Nora

OTHER PROJECTS

	Leading	Supporting	
Sports Competitions	Sarah-Jane	Fionnuala	Vivienne
Tionóil (Assemblies)	Padraic	Matt	Áine
Website	Claudia	Matt	Padraic

ROLES

INTO Rep	Áine				
PTA	Matt				
BOM	Matt	Vivienne			
Social Committee	Vivienne	Ann	Sarah-Jane	Claudia	Sarah
Social Fund	Vivienne				