

REVISED AND UPDATED – MAY 2023

The School's Leadership and Management Needs and Priorities

Leadership and Management Needs and Priorities: *(In no particular order)*

- 1. Promotion of Carmelite Ethos and Culture***
- 2. Coordination of Faith Development***
- 3. Communication and Promotions***
- 4. General School Administration***
- 5. Administration re Teaching and Learning***
- 6. Administration of Child Safeguarding Procedures***
- 7. Administration of Data Protection Procedures***
- 8. Leadership of Year Groups & Behaviour Management***
- 9. Implementation of the New Junior Cycle***
- 10. Student Supports re. Teaching and Learning***
- 11. Development of the Digital Classroom***
- 12. Developments re. Teaching and Learning***
- 13. Continuous Professional Development:***
- 14. Mentor/support for PME's and new teachers***
- 15. Staff Wellbeing***
- 16. Development of Staff Facilities***
- 17. Pastoral Care***
- 18. Student Wellbeing***
- 19. Promotion of Student Voice***
- 20. Promotion, Coordination and Running of Extra-Curricular Activities***
- 21. Administration of Special Educational Needs Provision***
- 22. Co-ordination of Staff Collaboration and Communication***
- 23. Assessment and Reporting***
- 24. Sustainable Development Education / Green Schools Co-ordination***

Some explanatory breakdown of the Needs and Priorities

1. Promotion of Carmelite Ethos and Culture

- Retreats
- Visibility in school and online
- Promotional initiatives

2. Coordination of Faith Development

3. Communication and Promotions

- Production of College Annual
- Website and digital communications
- College's Social Media Profile
- Newsletter
- Information Mornings
- School Photography & Video
- Liaison with primary schools and local community

4. General School Administration:

- September Returns
- October Returns
- Tusla returns
- Administration of Pupil Insurance Scheme
- Lockers
- Fire Officer

5. Administration re Teaching and Learning:

- Supervised Study
- Faculty Secretaries
- School Planning and Policies
- Subject Planning
- Homework Credit System

6. Administration of Child Safeguarding Procedures

7. Administration of Data Protection Procedures

8. Leadership of Year Groups & Behaviour Management:

- Year Heads
- Transition Year Assistant
- Administration of Lates system
- Maintaining records of attendance
- Maintaining records of bullying

- Maintaining records of incidents
- Coordination and monitoring of behaviour management

9. Implementation of the Curriculum Reform:

- Co-ordination of Implementation of New Junior Cycle and other curriculum reform

10. Student Supports re. Teaching and Learning:

- Academic Dean
- Academic Dean for Junior Cycle
- Academic Dean for 5th Year
- Senior Cycle Study coaches
- Supervised Study
- Study skills
- Learning Support

11. Development of the Digital Classroom:

- Co-ordination of the development of the Digital classroom
- Ongoing investment in IT facilities
- Digital literacy for students including online safety
- Ongoing ICT support and maintenance
- Monitoring and maintaining cybersecurity

12. Developments re. Teaching and Learning:

- Literacy and Numeracy Team
- Team Teaching
- Review of subject options 1st, 4th and 5th Year.
- Review of Student placement Junior Cycle
- Co-ordination of academic facilities
- School Self Evaluation and School Improvement team

13. Continuous Professional Development:

- Co-ordination of CPD, new teaching strategies/ methodologies and provision for special educational needs
- Collaborative practice amongst staff
- **Training of new staff, substitute staff and staff returning from extended leave in school systems and practices**

14. Mentor/support for new teachers (PMEs & Teachers in their 1st and 2nd Years.)

15. Staff Wellbeing:

- Team building
- Development and monitoring of work / life balance

- **Wellness initiatives**
- Staff retention
- Co-ordination of staff supports
- Development of staff voice
- **Promotion of whole staff inclusion (SNAs, catering staff, grounds staff and administration staff)**

16. Development of Staff Facilities and School Infrastructure:

- Investment in Staff facilities and Staff Room
- Co-ordination of the development and maintenance of learning and work spaces and requirements

17. Pastoral Care:

- Co-ordinator of Pastoral Care
- Career Guidance
- Chaplaincy
- Matron
- Buddy System
- Tutor Co-ordination (1st to 3rd Year)
- Class tutors
- Co-ordination Anti-bullying policy
- 5th and TY mentors
- Learning Support Team

18. Student Wellbeing:

- Co-ordination of Wellbeing
- Wellbeing Team
- Co-ordination of Wellness Week
- Welcoming Week
- **Wellbeing Initiatives**
- Co-ordination of transition from Primary School
- **Co-ordination of Student Participation in School Life**
- **Diversity and Inclusion Week**

19. Promotion of Student Voice:

- Student Council
- **Liaison** with Student Council

20. Promotion, Coordination and Running of Extra-Curricular Activities:

- Co-ordination, promotion and development of rugby
- Co-ordination of Education Trip & Activities
- Running of School tours

- Co-ordination of Sports Day
- Library
- Games Master
- Co-ordination of ECA eg Debating, MUN, Drama, Musicfest, Little Night music & other student led projects
- Development and promotion of student involvement **in extra-curricular activities**

21. Administration of Special Educational Needs Provision

- Liaison with feeder primary schools regarding transition
- Co-ordination of SEN provision in the school
- Liaison with NEPS psychologists regarding assessment of students
- Liaison with the SENCO in relation to all matters SEN
- Maintaining and updating Student Support files in line with the Continuum of Support model and yearly SEN Register
- Administration of standardised testing and assessment tasks
- Administration of application to Reasonable Accommodation scheme of the SEC for Junior Certificate and Leaving Certificate examinations
- Organisation of provision for reasonable accommodations for in-house exams
- Processing of Irish Exemptions
- Development of CPD and resources for effective SEN provision
- **Completing PPPs**
- **Liaison with parents**
- **Co-ordination of supports, information gather and observation for students with no formal diagnosis**

22. Co-ordination of Staff Collaboration and Communication

- Development and Co-ordination of Leadership Teams
- Coordination of leadership tasks and roles
- Development and administration of staff communications
- Demarcation and communication of roles and responsibilities

23. Assessment and Reporting

- Administration of in-school assessments
- Administration of in-school reporting

- Development and promotion of Assessment for Learning and formative assessment
- Co-ordination of Classroom Based Assessments
- Co-ordination of Junior Cycle Profile of Achievement
- Administration of State Examinations

24. Sustainable Development Education / Green Schools Co-ordination

- Co-ordination of provision of education for sustainable development
- Green Schools Co-ordination
- Organisation and promotion of sustainable development initiatives