



153 Roemill Road
Limavady
Co L'Derry
BT49 9EX

Tel: 028 777 68695

Primary Location : Roe Valley Integrated Primary School

Contract Type : Permanent

Duration of Contract/Contract End Date : N/A

Status : Full-Time

Hours per Week : Full-time

Working Pattern : Monday - Friday

Grade : Vice Principal

School Group : Group 2 (L6-L10)

Anticipated Interview Date(s) : May 2022

PROFESSIONAL DUTIES OF A VICE-PRINCIPAL

Teachers' Terms and Conditions of Employment Regulations (NI) 1987

Schedule 2

Regulation 4

TERMS AND CONDITIONS OF EMPLOYMENT OF VICE-PRINCIPAL

A person appointed Vice Principal in a school, in addition to carrying out the professional duties of a teacher, shall play a major role under the overall direction of the Principal in:

- (a) formulating the aims and objectives of the school;
- (b) establishing the policies through which they will be achieved;
- (c) managing staff and resources to that end;
- (d) monitoring progress towards their achievement;
- (e) undertaking any professional duties of the Principal delegated to him/her by the Principal
- (f) undertaking to the extent required by the Principal or the relevant body or employing authority the professional duties of the Principal in the event of his/her absence from the school; and
- (g) entitlement to a break of at least 30 minutes between the hours of 12 noon and 2pm.



153 Roemill Road
Limavady
Co L'Derry
BT49 9EX

Tel: 028 777 68695

PROFESSIONAL DUTIES OF A TEACHER

Schedule 3

Regulation 5

TERMS AND CONDITIONS OF EMPLOYMENT OF A TEACHER

Exercise of general professional duties:

1. A teacher who is not a Principal shall carry out the professional duties of a teacher as circumstances may require –

- (a) if he/she is employed as a teacher in a school, under the reasonable direction of the Principal of that school;
- (b) if he/she is employed by the Board on terms under which he/she is not assigned to any one school, under the reasonable direction of that board and of the Principal of any school in which he/she may for the time being be required to work as a teacher.

Exercise of particular duties:

2. (a) A teacher employed as a teacher (other than a Principal) in a school shall perform in accordance with any directions which may be reasonably given to him/her by the Principal from time to time, such particular duties as may reasonably be assigned to him/her.



153 Roemill Road
Limavady
Co L'Derry
BT49 9EX

Tel: 028 777 68695

JOB DESCRIPTION – TEACHING POSTS

Main duties and Responsibilities

1. Planning

- 1.1 Planning and preparing courses and lessons;
- 1.2 Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in school and elsewhere;
- 1.3 Assessing, recording and reporting on the development, progress and attainment of pupils.

2. General

- 2.1 Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;
- 2.2 Providing advice and guidance to pupils on educational and social matters and on their further education and future careers including information about sources of more expert advice on specific questions, making relevant records and reports;
- 2.3 Making records of and reports on the personal and social needs of pupils except in instances where to do so might be regarded as compromising a teacher's own position;
- 2.4 Communicating and consulting with the parents of pupils;
- 2.5 Communicating and co-operating with such persons or bodies outside the school as may be approved by the employing authority and the Board of Governors;
- 2.6 Participating in meetings arranged for any of the purposes described above.

3. Assessment/Reporting

Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils except in instances where to do so might be regarded as compromising a teacher's own position.



153 Roemill Road
Limavady
Co L'Derry
BT49 9EX

Tel: 028 777 68695

4. Staff Development/Professional Development

- 4.1 Participating, if required, in any scheme of staff development and performance review;
- 4.2
 - a) Reviewing from time to time his/her methods of teaching and programmes of work;
 - b) Participating in arrangements for his/her further training and professional development as a teacher.
- 4.3 Advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

5. Discipline/Health and Safety

- 5.1 Maintaining good order and discipline among pupils in accordance with the policies of the employing authority and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;
- 5.2 Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

6. Public Examinations

Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examination.

7. Review and Development of Management Activities/Administration

- 7.1
 - a) Contributing to the selection for appointment and professional development of other teachers, including the induction and assessment of probationary teachers;
 - b) Co-ordinating or managing the work of other teachers;



153 Roemill Road
Limavady
Co L'Derry
BT49 9EX

Tel: 028 777 68695

c) Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

7.2 a) Participating in administrative and organisational tasks related to such duties as described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials;

b) Subject to the provisions of Article 22 of the Order, attending assemblies;

c) Registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

8. Staff cover

8.1 Supervising and teaching any pupils whose teacher is not available provided that:

a) In schools with an average daily enrolment of 222 or less, in Primary 1 and Primary 2 classes in schools with an average daily enrolment greater than 222 pupils and in nursery classes in primary schools a teacher other than a supply teacher shall not be required to provide such cover:

b) In schools with an average daily enrolment greater than 222 pupils a teacher other than a supply teacher shall not be required to provide such cover after the second day on which a teacher, other than a teacher of Primary 1 or Primary 2 class or of a nursery class in a primary school, is absent or otherwise not available, or from the first day if the fact that the teacher would be absent or otherwise not available for a period exceeding 2 days was known to and agreed by the employing authority in advance.



153 Roemill Road
Limavady
Co L'Derry
BT49 9EX

Tel: 028 777 68695

JOB DESCRIPTION - VICE PRINCIPAL

The successful candidate will work within the agreed Terms and Conditions of Service for Vice-Principals.

The Vice-Principal will be required to deputise for the Principal when necessary and take an active part in all aspects of school life.

In addition to a full-time teaching commitment and membership of the School Leadership Team, the Vice-Principal's duties will include:

1. Leading learning through example by high standards of teaching and learning.
2. Assisting the Principal in all areas of leading learning and teaching, school administration, management and organisation.
3. Assisting the Principal in leading School Development Planning, School Evaluation Self-Evaluations and Staff Development (INSET).
4. Curriculum Co-ordination including overseeing the development and delivery of the curriculum across the Key Stages.
5. Assisting the Principal in co-ordinating curriculum development, including planning, benchmarking, target setting, PRSD, monitoring the quality of provision within the school.
6. Assessment coordinator for the school.
7. Assisting the Principal in the promotion of positive behaviour and assertive discipline.
8. Chair of the Safeguarding Team and ensure that children have the best opportunity to reach their potential (with a particular interest in the Gifted/Talented).
9. Acting as line manager for classroom assistants.
10. Assisting the Principal with financial administration including budget planning and projections, allocations and monitoring spend and reconciliations.
11. Responsibility for timetables and rotas.
12. Maintaining, developing and promoting formal and informal links with parents including membership of the school PTFA committee.
13. Assisting the Principal in organising major school events.
14. Responsibility for extra-curricular activities.
15. Assisting with lunch time cover.
16. Undertaking such other duties as the Principal may require.

This job description may be amended at any time after discussion with the Principal.



153 Roemill Road
Limavady
Co L'Derry
BT49 9EX

Tel: 028 777 68695

Shaping the Future

- Keep abreast of and anticipate educational trends;
- Think strategically to build and communicate a shared coherent vision;
- Create an ethos and provide direction, which promotes a culture of high expectation, successful learning and achievement;
- Inspire, challenge, motivate and empower others to carry the vision and ethos forward;
- Model the values and ethos of the school.

Leading and Managing Staff

- Provide high quality leadership to secure improvement;
- Collaborate and network with others within and beyond the school;
- Foster a culture of shared/ distributed leadership;
- Develop, empower and sustain individuals and teams;
- Support the development of an open, fair, equitable culture and manage conflict effectively;
- Support and challenge performance in order to raise standards;
- Work with others to lead professional development for all staff within the context of the school's development plan in order to support effective teaching and learning.

Leading Learning and Teaching

- Cultivate enthusiasm for and commitment to the learning process;
- Lead and manage the development of an effective learning and teaching culture;
- Lead and manage the self-evaluation process; work with staff and others to analyse a range of data, interpret outcomes and plan for improvement;
- Ensure effective implementation of the NI Curriculum, share good practice and work with others to challenge and address pupil under-achievement.

Developing the School in the Community

- Lead and manage the development and promotion of a positive image of the school within the local community and beyond;



153 Roemill Road
Limavady
Co L'Derry
BT49 9EX

Tel: 028 777 68695

- Develop and maintain strong and effective relationships with parents and the local and wider community;
- Ensure effective channels of communication are in place between the school and the local and wider community;
- Listen to, reflect and act on community feedback;
- Recognise and lead others to ensure that strategic planning takes account of the richness and diversity of the school's communities and community feedback;
- Work closely with other relevant statutory and voluntary agencies to enhance the education of all pupils.

Managing the Organisation

- Prioritise, plan and organise themselves and others;
- Think creatively to anticipate and solve problems;
- Make sound decisions based on a range of informed judgements;
- Establish and maintain appropriate structures and systems;
- Lead and manage the development and implementation of the School Development Plan;
- Delegate tasks and monitor their implementation;
- Manage resources efficiently and effectively: human, physical and financial.

Ensuring Accountability

- Create and develop a culture in which all Governors and staff recognise that they are accountable for the success of the school;
- Combine the outcomes of regular self-evaluation, ETI inspection evidence and other external evaluations in order to develop the school;
- Lead and manage the process of monitoring and evaluating effectively school outcomes, policies and procedures;
- Work with the leadership team and others to recognise and disseminate effective practice and challenge and address unacceptable performance;
- Work closely with and provide effective reports to Governors on the school's progress and development.



153 Roemill Road
Limavady
Co L'Derry
BT49 9EX

Tel: 028 777 68695

Conditions of Service

The conditions of service for this post will be in accordance with the Regulations of the Department of Education for Northern Ireland.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.