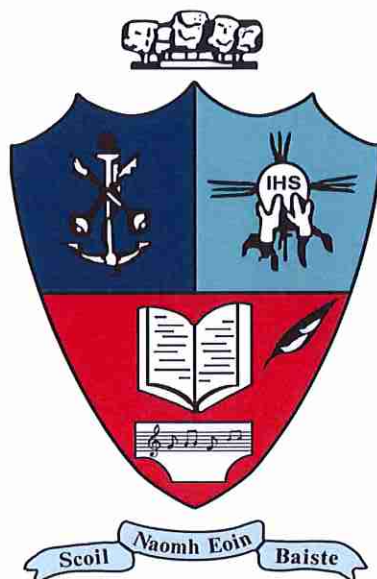


**St. John the Baptist
Junior Boys' School**

Seafield Road West
Clontarf
Dublin 3
Tel: (01) 833 6539
Roll No. 19006Q



**Scoil Naomh Eoin Baiste
Buachaillí Sóisearacha**

Bóthar Ghort na Mara Thiar
Cluain Tarbh
Baille Átha Cliath 3
Guthán: (01) 833 6539
Uimhir Rolla 19006Q

www.belgrovejbs.ie

info@belgrovejbs.ie

In-school Leadership Team Policy

In-school Leadership Team Policy

High quality leadership is crucial in establishing a central purpose and vision for the school and the achievement of high quality outcomes for pupils. The In-school Leadership structure in place at this school offers huge opportunities for the whole school community to benefit from. References for the formulation of this policy are Circular 0070/2018 and Circular 0044/2019.

Aims of Policy

- To create and sustain an environment that underpins high quality pupil care, learning and teaching.
- To provide opportunities for school post - holders to assume leadership roles.
- To set out a distributed model of leadership as a means of supporting the principal in her role.
- To emphasise flexibility in identifying and prioritising the evolving leadership and management needs of the school through assigning and re-assigning post - holders to specific roles and responsibilities to meet the school's evolving needs.

Relationship to Ethos/ Characteristic Spirit

All members of the In-school Leadership Team should provide leadership throughout the school community. There will be an awareness amongst all members of the school community of their important leadership and managerial role. The members of the In-school Leadership Team will ensure that the highest calibre of communication systems are in place, in line with the overall school aims.

Post of responsibility holders will endeavour to lead on best practice from experience and continuous professional development. Post holders will carry out the necessary support for the principal in carrying out her role.

Leadership and Management

The term 'school leaders' typically refers to formal leadership roles including teachers with posts of responsibility and others who carry out roles and responsibilities integral to the administration, management and leadership of the school. Therefore, both leadership and management are considered at all times as serving the school's core work: learning and teaching. Every teacher has a leadership role within the school community and in relation to pupil learning.

Board of Management

Under Section 15 of the Education Act 1998, a statutory duty is placed on the Board of Management of a school to ensure that an appropriate education is provided to all of the school's pupils.

The Board of Management shall have responsibility for identifying the changing needs and priorities of the school and the necessary leadership, management and support requirements.

When identifying the leadership and management needs and priorities, the Board of Management shall firstly have regard to legal obligations and may have regard to:

- The Plean Scoile
- The school's Mission Statement and its aims and objectives
- The pupil and curricular profile of the school
- Requirements of the Department of Education and Skills and its agencies
- And may take cognisance of the responsibilities being carried out by current post holders and responsibilities being undertaken by members of staff who do not hold posts of responsibility.

Principal and Deputy Principal

In accordance with Section 22 of the Education Act 1998, and Section 23 of the Education (Amendment) Act 2012, the Principal provides leadership to teachers, other staff and to the pupils and the wider school community. The Principal has responsibility for the internal organisation of the school, including the assignment of roles and responsibilities to members of the teaching and non-teaching staff.

While the Principal is ultimately responsible to the Board of Management, as appropriate, for the leadership and management of the school, the Deputy Principal occupies a position of vital importance within the senior leadership team of the school. The Deputy Principal co-operates with the Principal in the fulfilment of the Principal's role and acts or deputises as the Principal in the Principal's absence.

Assistant Principals

Assistant Principals occupy positions of strategic importance in the leadership, management and administration of the school. In line with the principles of distributed leadership, Assistant Principals work in teams in collaboration with the Principal and/or Deputy Principal and have shared responsibility, commensurate with the level of post, for areas such as:

- Learning and teaching
- Leading school development (including curriculum development)
- Pupil support including wellbeing.
- School improvement
- Leadership/management and development of individuals and staff teams
- Special education and inclusion
- Supporting teachers during the induction phase of their career.

Communication

There is a communication system in place to enable the Leadership Team to function efficiently and effectively. Weekly meetings take place between the Principal and the Deputy Principal. Fortnightly meetings take place between the Deputy Principal and the AP1. Monthly meetings take place as a whole Leadership Team.

Curricular leaders/coordinators will not take responsibility for other's teaching but will act as coordinator and support. This involves:

- Collating materials and resources
- Having discussion and dialogue with staff on subject areas
- Preparing materials for staff meetings
- Making presentations to other staff members
- Attending courses and seminars

Time

As per the ISL elements of the PCW agreement, all post holders are aware that time outside school hours must be given to carry out their duties.

Accountability

Post-holders are accountable for their particular area of duties. This accountability will include a report to the Board of Management in the form of the PDST template "Roles and Responsibilities Template".

Continuous Professional Development

Continuous professional development is seen as an integral part of the In-school Leadership structure. Records of courses attended by individual post-holders are included in the POR end of year review and retained by the Board of Management.

Review

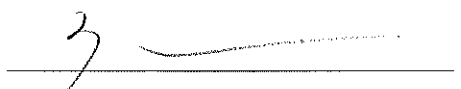
- A review of specified duties, will be carried out on an ongoing basis or when additional POR may be warranted.
- The procedure for review is laid out as per DES Circular

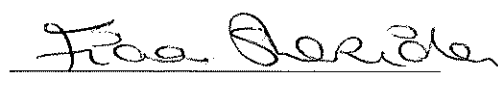
Success Criteria

The effectiveness of this policy will be determined at the time of review in reference to the specific aims for the school and the learning community.

Ratification

This policy was ratified by the Board of Management on 14/3/2023


Chairperson Board of Management


Principal