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## APPOINTMENT OF PRINCIPAL TEACHER

Mater Dei Academy is a Catholic co-educational secondary school located in Cork city, Ireland. The Academy is seeking to appoint a Principal Teacher. Mater Dei Academy currently has almost 40 students across three year groups (Years I-III) and plans to steadily grow over the coming years with an target annual intake of 15-20 students in each year group. The Academy is a Cambridge International School and students sit Cambridge International examinations at the junior cycle and the Irish Leaving Certificate examination at the senior cycle. The school is located in the Farranferris Education and Training Campus in Cork city. The Principal will report to the Board of Management of Mater Dei Academy.

The **responsibilities** of the Principal of Mater Dei Academy are as follows;

- \* Ensure that the Catholic ethos of the school is maintained with particular reference to overseeing morning and afternoon prayer, as well as supporting the sacramental life of the Academy;
- \* Oversee day-to-day school operations;
- \* Teach in the classroom in your subject area as required;
- \* Take primary responsibility for the welfare of students during the time that they are on school property or engaged in school activities;
- \* Take primary responsibility for the school buildings and equipment during the school day;
- \* Attend Board of Management meetings and provide a short Principal's Report outlining any noteworthy school events or incidents since the previous Board meeting;
- \* Oversee income and expenditure, keeping within the limits of the annual school budget;
- \* Oversee the teaching of the school's curriculum by staff including the approval of annual lesson plans for all teaching staff;
- \* Arrange for substitute teachers when necessary, or, if no substitute is available, to organise and supervise a class activity;
- \* Monitor and report on teacher performance to the Board;
- \* Present an annual report of school performance in relation to curricular goals to the Board;
- \* Research new resources and techniques to improve pedagogy and learning, particularly in the area of classical Catholic education;
- \* Recommend new employees, when openings arise, to the Board of Management having undertaken the necessary steps in background research and interviews;
- \* Ensure that school policies are implemented and, when the occasion demands, to alert the Board of Management to the need for policy review;
- \* Provide support to teachers in their teaching, offering them guidance and counselling as needed;
- \* Work with the school administration team to organise school events and assemblies;
- \* Ensure a safe and clean environment for students
- \* Maintain good lines of communication with parents on an individual or group basis, as the occasion demands;
- \* Organise and document parent-teacher meetings;



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- \* Coordinate term reports for each student in the Academy in conjunction with the teaching staff;
  - \* Support the ongoing fundraising activities of the Board of Management;
  - \* Work with the Designated Liaison Person (DLP) to ensure requirements for Child Safety background checks and training of staff are up to date;
  - \* Work with the school administration team to ensure requirements for TUSLA registration of new students are completed on time and correctly;

#### **Requirements for the Post:**

- \* Has a strong sense of the Christocentric vision of Catholic Education and is capable of inspiring this vision within the school community.
- \* Has a good understanding of the personal, intellectual and religious development of children and is passionate about good education.
- \* A clear understanding of the Irish education system and the requirements for progression to third level;
- \* Ability to command authority in the school environment;
- \* Attention to detail;
- \* Great presentation and communication skills;
- \* Knowledge of school administrative processes and regulations;
- \* Has good computer skills. Experience with MS Word, MS Powerpoint, and Intuit Quickbooks is an advantage.

#### **Desirable Attributes for the Post:**

- \* A university degree level in the classics, fine arts, science, mathematics, history, literature or humanities, with Masters level or higher an advantage.
- \* Significant experience working as a teacher in the classroom at either first, second or third level.
- \* School management experience;
- \* Crisis management;
- \* Previous experience as a principal or a similar pastoral role is an advantage but not a requirement.

#### **Remuneration**

Negotiable and commensurate with market pay and conditions.

#### **Application Process**

Potential candidates should submit a CV, a vision statement and the names of at least two references by email to [contact@materdeiacademy.ie](mailto:contact@materdeiacademy.ie) before noon on **January 20th, 2023**. Interviews to be completed in February 2023. Appointment to commence no later than July 1st, 2023. For informal queries prior to application, please email [contact@materdeiacademy.ie](mailto:contact@materdeiacademy.ie)