**Appendix 4(h): Sample List(s) of Roles and Responsibilities**

**Sample 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Holders and their Roles and Responsibilities** | | | |
| School Name: Date of posting: | | | |
| **Post Holder:** *Name* | **Level of Post**  **(AP I or AP II)** | **Associated Role:** | **Summary of Responsibilities:** |
|  | **AP I** | Examinations  Co-ordinator | Leads and manages on all internal and external examination matters while promoting a culture of improvement and fostering inclusion and equality of opportunity for each student |
|  | **AP I** | SSE Co-ordinator | Lead and manage the school’ engagement in SSE process |
|  |  | Year Head | Overall responsibility for Year Group while maintaining an orderly, secure  and healthy learning environment in a manner that demonstrate equality, fairness and justice. |
|  | **AP I** | Programme  Co-ordinator | Overall responsibility for the leading and implementation of the relevant  programmes; Transition Year, LCA and LCVP programmes |
|  | **AP I** | Director of Adult  Education | Overall responsibility for the leading and implementation of the  Community Education Programme (Night School) |
|  | **AP II** | Green School  Co-ordinator | Leads the Green Schools Committee in various projects while developing a  positive school climate with emphasis on health and well-being. |
|  | **AP II** | Health & Safety  Co-ordinator | Leads and manages all matters pertaining to health and safety  management in school to maintain an orderly, secure and healthy learning environment. |
|  | **AP II** | Co-ordinator of  Student Council | Promote and facilitate the development of student voice, student  participation and student leadership. |
|  | **AP II** | ICT Co-ordinator | Lead and manage the planning and implementation of the ICT /digital  strategy statement |
|  | **AP II** | Attendance  Co-ordinator | Promote positive attendance strategies in school and monitor attendance  patterns liaising with the relevant personnel incl. NEWB |

All roles and responsibilities listed above are based on a distributed leadership model where all Assistant Principals work in teams in collaboration with the Principal and / the Deputy Principal and have shared responsibility, commensurate with the level of the post (i.e. API/APII) for areas as set out in the Quality Framework for Leadership and Management in Irish Schools, ***Looking At Our School 2022.*** This list shall be updated as necessary.

**Signed: …………………………………… Date: …………………….**

**Principal**

**Sample 2**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Post Holders and their Roles and Responsibilities** | | | | | |  |
| School Name: Date of posting: | | | | | |
| **Post Holder:** *Name* | | **Level of Post (AP I**  **or AP II)** | **Associated Role:** | **Summary of Responsibilities:** | |
|  | A | AP I | Year Head | | Overall responsibility for a year group while maintaining an orderly, secure and healthy learning environment in a manner that  demonstrates equality a, fairness and justice (3rd Year) | |
|  | B | AP I | Year Head | | To take overall responsibility for a year group (1st Year) | |
|  | C | AP I | Year Head | | To take overall responsibility for a year group (2nd Year) | |
|  | D | AP I | State Examinations Secretary | | To take responsibility for organising and managing State Examinations Manage the school’s human and physical resources in the context of the State examinations and maintain an orderly, secure and healthy  learning environment while fostering inclusion and equality of opportunity for each student | |
|  | E | AP I | Year Head | | To take overall responsibility for a year group (6th Year) | |
|  | F | AP I | Year Head | | To take overall responsibility for a year group (5th Year) | |
|  | G | AP II | TY Co-  ordinator / Year Head | | To take overall responsibility for Transition Year students and manage and implement the Transition Year programme and curriculum while  fostering inclusion and equality of opportunity for each student | |
|  | H | AP II | Student Leadership  Co-ordinator | | To take responsibility for promoting, developing and supporting student leadership, participation and student voice | |
|  | I | AP II | Student Inclusion and Wellbeing Co-ordinator | | To take responsibility for planning the Junior Cycle Wellbeing programme and for whole school activities which promote student inclusion / Foster a commitment to inclusion, equality of opportunity and the holistic development of each student in the planning and  implementation of the school curriculum. | |
|  | J | AP II | Digital Teaching and Learning Co-  ordinator | | Promote a culture of improvement, collaboration, innovation and creativity in the area of digital learning, teaching and assessment. To take responsibility for promoting and developing digital teaching and  learning | |
|  | K | AP II | Behaviour Management  Co-ordinator | | To take responsibility for developing and maintaining the school’s behaviour management system in a manner that demonstrates  equality, fairness and justice. | |
|  | L | AP II | Student Achievement and Student | | To take responsibility for developing and managing records of student achievement and a whole school awards system while fostering a  commitment to inclusion, equality of opportunity and the holistic development of each student. | |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Records Co-  ordinator |  |
| M | AP II | Health and Safety Co- ordinator | To take responsibility for maintaining a healthy and safe school environment Lead and manage all matters pertaining to Health and Safety management in the school to maintain an orderly, secure and  healthy learning environment |
| N | AP II | Assessment Co-ordinator | To take responsibility for administering assessments and gathering, interpreting and communicating assessment information while fostering  a commitment to inclusion, equality of opportunity and ensuring that the system is used to help students reach their full potential. |
| O | AP I | Programme Co-ordinator | Overall responsibility for the planning, co-ordination, implementation and monitoring of the relevant programmes; Foster a commitment to inclusion, equality of opportunity and the holistic development of each  student in the planning and implementation of the school curriculum. |
| P | AP II | Adult Education Officer | Overall responsibility for the planning, co-ordination, implementation and monitoring of the relevant programme while building and  maintaining constructive and mutually beneficial relationships with the local and wider community. |

All roles and responsibilities listed above are based on a distributed leadership model where all Assistant Principals work in teams in collaboration with the Principal and or the Deputy Principal(s) and have shared responsibility, commensurate with the level of the post (i.e. API/APII) for areas as set out in the Quality Framework for Leadership and Management in Irish Schools, **Looking at our School 2022.**

This list shall be updated as necessary.

**Signed: …………………………………… Date: …………………….**

**Principal**