

CONVENT OF THE SACRED HEART SCHOOL FOUNDATION
DUTIES OF ASSISTANT HEAD OF SCHOOL
Extracted from Call for Applications

Overall Purpose of Post

- a. Assisting and deputizing for the Head of School in the efficient and effective management and control of the human, physical and financial resources of the school; and
- b. Offering professional leadership in the implementation and development of the National Curriculum Framework.

Main Responsibilities

- a. Assisting in managing the school or such part of the school as may be determined by the Head of School;
- b. Undertaking any professional duties which may be delegated to him/her by the Head of School;
- c. In the absence of the Head of School, undertaking the management and professional duties of the Head of School;
- d. Adopting and working towards the implementation of the school development plan of the particular school they are giving service in;
- e. Providing professional support to teachers in the proper execution of their pedagogical duties, particularly by mentoring new teaching staff;
- f. Co-operating with the Head of School in the implementation and evaluation of curriculum innovation and development within the school;
- g. Acquiring experience in the management of different levels of school, including taking charge of the kindergarten section of the school, if applicable;
- h. In cases of emergency, taking charge of a class;
- i. Encouraging participation in EU projects and other projects in accordance with SDP targets and as agreed with the Senior Management Team;
- j. Any other duties according to the exigencies of the school as directed by the Head of School or Board of Governors.