



# **Job Description**

# **Deputy Director**

**National Association of Principals and  
Deputy Principals  
(NAPD)**

## **NAPD: The National Association of Principals and Deputy Principals**

The position of Deputy Director of **NAPD** is a key leadership position in the work of the Association.

### **Objects of the Association**

The Memorandum of Association outlines the objectives for which **NAPD** is established:

- (a) To provide a united voice nationally for Principals and Deputy Principals on issues of common concern.
- (b) To promote the interests and welfare of Principals and Deputy Principals through:
  - Ensuring that Principals and Deputy Principals are recognised as education partners and are represented as of right on all relevant local, regional and national bodies, both statutory and non- statutory.
  - Ensuring that Principals and Deputy Principals are consulted on all relevant matters and, in particular, on new initiatives which impinge on their roles.
  - Representing the views of Principals and Deputy Principals to the Department of Education and Skills and all other interested groups and relevant bodies.
- (c) To show leadership in the formulation of educational policy.
- (d) To promote the professional and personal development of Principals and Deputy Principals.
- (e) To promote the development of adequate internal school management structures to enable the successful implementation of school policies.
- (f) To provide support/advice for Principals and Deputy Principals through a secretariat and administrative services.
- (g) To provide appropriate and relevant training.
- (h) To adopt a pro-active and dynamic approach to developing the international and European dimension in schools.

- (i) To promote co-operation and reciprocal visits between members of **NAPD** and Principals and Deputy Principals within Ireland, Europe and the rest of the world.
- (j) To encourage partnership between Principals and Deputy Principals in all second level schools.

## **Personal Qualities of the Deputy Director**

The successful candidate for the position of Deputy Director will have:

- Excellent interpersonal negotiating and communication skills, including a capacity to deal with the media and a working knowledge of Irish
- A capacity to make sound judgements and take strategic decisions in the best interests of Principals and Deputy Principals
- Proven leadership, organisational and administrative ability (minimum 5 years experience)
- A capacity to be energised by an environment with a strong focus on policy.
- A thorough knowledge of the Irish education system and legislative frameworks
- The ability to use ICT effectively

## **Role of the Deputy Director**

- To promote and develop the aims and objectives of **NAPD**
- To provide an information and advisory services for all members of **NAPD**
- To provide particular support for newly-appointed Principals and Deputy principals
- To respond to the needs of Principals and Deputy Principals on an on-going basis and to develop policy papers where required

- To support the Presidents, Director and members of the National Executive in their respective roles
- To implement, in consultation with the Director, Executive decisions and report back to the National Executive.
- To carry out other duties as may be determined by the National Executive
- To liaise with the Department of Education and Skills, other Departments of state as necessary, all the Education Partners and all other relevant bodies, national and international
- To ensure that the aims and views of the Association are represented in all appropriate fora.
- To contribute to publications for members
- To enhance communications between members by supporting the regional structure of the Association
- To be available to all Committees of **NAPD**, including **NAPD-Retired**.
- To work with the Director in managing the National Office of the Association (located in Dublin)
- To work with the Director to manage the finances of the Association and prepare for an annual audit
- To seek sponsorship in co-operation with the Finance Committee

## **Interview: General Procedures**

### **1. Shortlisting**

Candidates may be shortlisted for interview based on the information submitted on the Application Form

### **2. Presentation**

Candidates are invited to make a presentation on their vision for **NAPD** (maximum 10 minutes)

### **3. Interview Process**

Anything submitted in the Application form or mentioned in the presentation may be discussed in more depth at interview. (Please note: all relevant information should be submitted on the application form)

### **4. Interview Board**

An Independent Interview Board consisting of 3 people shall be appointed. The President of NAPD will be present as an observer.

### **5. Appointment**

The Deputy Director will be appointed for five years on secondment. This will include a probation period of one year.