



In School Management Team (ISM) Policy

This policy has been formulated to identify the roles and responsibilities of the in-school management team, which is currently comprised of an Administrative Principal and Deputy Principal, one AP I post holder and 4 AP II post holders.

Introductory Statement and Rationale

In order to achieve the vision of **Scoil Aonghusa Special School** as described in the school plan, it is essential that those members of staff who have been appointed to posts of responsibility as members of the school's in school management team have a clear understanding of their roles and responsibilities in order to support the ongoing improvement and development of this learning community.

Aims

This policy:

- describes the process for appointing members of the in-school management team,
- provides structure for formal and informal collaboration as well as decision-making processes for the team
- and identifies the responsibilities of the in-school management team.

The allocation of these responsibilities will be mutually agreed by the management team and are detailed in the policy.

It is recognised that other staff members may take specific responsibilities in areas of particular personal interest on a voluntary basis. This work is recognised and appreciated by the school community.

Appointment of In-School Management Team

- Circulars [0044/2019](#) and 0043/2022 provide essential guidelines for appointing in-school management members. In the event of the resignation of the principal or deputy principal, open recruitment will take place. Assistant Principal I and II post-holders are determined through internal competition.
- In the event a member the team is temporarily unable to continue in the post, the next most senior individual will act up. If necessary, the AP II post can be filled temporarily by another member of staff in accordance with guidelines found in Circular 0044/2019.

Structures to Support Collaboration and Shared Decision-Making

- The in-school management team meets at least twice per term, though meetings may be more frequent if required.
- The in-school management team will discuss policies and procedures in the school, reaching a consensus and making a recommendation to the staff and board.
- Action-based minutes are kept and distributed to the members of the team, with team members taking on this responsibility on a rotating basis.
- A regular part of these meetings is to discuss support programmes for children with learning, emotional and social needs.
- They act as the Wellbeing Team, working with the entire staff to support children.

Duties and Responsibilities of the In-School Management Team

Duties and responsibilities of all members of the management team include:

- Attendance at in-school management meetings
- Additional duties within the school which are reviewed as required
- Taking on roles as specified in the Critical Incidents Policy
- Member of the school's Wellbeing Team

The In School Management (ISM) team are;

Siobhán Keyes Ryan - Principal

Ciara Gleeson - Deputy Principal

Lena McHale - AP I

Jennifer Bryant - AP II

Maura O' Sullivan - AP II

Eamon Fogarty - AP II

John O' Donoghue - AP II

Responsibilities of the Principal

Siobhán Keyes Ryan

- Overall leadership of the school
- Leading Teaching and Learning
- Member of the Board of Management responsible for organisation of meetings, circulating documents and drafting the agenda for meetings
- Designated Liaison Person for all Child Protection matters
- Pupil development and progress
- Resource Management
- Human Resource Management
- Staff Management and development
- Policy Development

The above list is not exhaustive and includes any other responsibilities as agreed with the Board of Management.

Responsibility of the Administrative Deputy Principal

Ciara Gleeson

- Fulfilling all duties of the principal teacher in his or her absence
- Member of the Board of Management responsible for writing minutes
- Ensuring all teaching notes and progress notes are compiled and plans are completed
- Leading ongoing in-school professional development related to the implementation of the Curriculum
- Sourcing professional development opportunities
- Leading the enrolment process
- Leading the school leavers process
- Organising substitute teachers and SNA's
- Any other responsibilities as agreed with the Board of Management
- Implementing the Child Safeguarding Statement as the Deputy Designated Liaison Person (DDLPL)
- Policy Development
- Leading induction of all new staff
- Staff Management and development
- Writing the newsletter
- Coordinating work placements

Delegated Responsibilities for Posts of Responsibility

This section of the policy will be reviewed and agreed on an annual basis by the members of the in school management team.

Duties and responsibilities generic to all members include:

- Attending in-school management meetings and writing termly progress reports to the Board of Management and staff
- Fulfilling roles as specified in the Critical Incidents Policy
- Acting as a member of the school's Wellbeing Team
- Leading the school's self-evaluation process and contributing to the fulfilment of the School Plan

Current Responsibilities of the First Assistant Principal (AP) I Post

Lena McHale

- Fulfil duties of Principal and DP in their absence
- Supporting and monitoring the maintenance children's files
- Supporting and monitoring the maintenance of pupils assessment port folios (black folders)
- Organisation of school religious ceremonies - communion and confirmations
- Staff Mentor - Providing professional development support for staff members
- Member of the school wellbeing team

Current Responsibilities of the First Assistant Principal (AP) II Posts

AP II Post Holders:

- i. Jennifer Bryant
- ii. Maura O'Sullivan
- iii. Eamon Fogarty
- iv. John O'Donoghue

Jennifer Bryant

- JCT co-ordinator
- IT Co-Ordinator
- Leader of School's wellbeing Team
- Coordinating wellbeing experiences for both staff and pupils
- Staff Mentor - Providing professional development support for staff members

Maura O'Sullivan

- Health & Safety Officer
- Monitoring and updating the school Facebook page
- Droichead Lead of Professional Support Team
- Manager of Sensory room and Gym
- Staff Mentor - Providing professional development support for staff members

Eamon Fogarty

- Curriculum Development
- School Book Scheme
- Active schools Co-ordinator
- Member of Special Olympic in school team

John O'Donoghue

- Curriculum Development
- School Policy and Procedure Development
- Monitoring and updating the schools website and social media platforms
- Staff Mentor - Providing professional development support for staff members
- Official on INTO district V1 team

Review and Monitoring

This policy will be reviewed as required as but no later than 2026. The responsibilities of the ISM team will be reviewed on an annual basis, first by the members of the in-school management team and then by the Board of Management. It may also be reviewed at the request of any member of the in-school management team at any time, especially if there is a change of personnel on the team.

Ratification by the Board of Management

This policy was ratified by the Board of Management on the date below.

Signed:

David Barry - Chairperson

Date: October 2022

