



evidence based child centred education



## Job Description – Autism Ireland Schools Principal

The Principal Teacher reports to the Board of Management of the School and shall have a remit drawn from the following responsibilities, duties and activities as well as those deemed necessary by the Board of Management as they arise.

The specific duties allocated to each post may vary from school to school or from post to post but will, nevertheless relate directly to this generic job description and the duties as laid down by DES guidelines.

### Curriculum Development and Quality Assurance

The Principal Teacher will work very closely in conjunction with the Behaviour Analyst and other staff members as part of the multi disciplinary team built up around the school to support all pupils of the school. This includes:

- Ensuring and contributing to the development of Individual Education Plans for each child in conjunction with all the relevant staff and members of the multidisciplinary team.
- Maintaining, developing and adhering to the School Plan.
- Contributing to improvements in learning and teaching and planning for continuous improvement
- Co-ordinating, leading or working with school colleagues in the preparation and delivery of in-service workshops on a range of curricular areas.

### Working in Partnership

- Working within the school, the local community, and with representatives of other establishments and agencies and services e.g. HSE, NEPS, NCSE, SESS or external experts as appropriate, on issues that will impact the school as a whole or individual pupils in particular.
- Working with parents to develop and maintain continuity and strong links between home and school and to encourage their participation in training.
- Managing relationships with parents and being accessible to them while supporting the capabilities and judgment of the staff team.



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- Undertaking relevant qualifications and training in evidence based teaching/autism specific teaching both in house and externally.

### **Leading and Inspiring the School Team**

- Establishing clear and productive lines of communication with the school Board of Management and with the school team.
- Recruiting school staff and managing the school team's performance.
- Providing professional advice, support and guidance to teaching and other staff as appropriate.
- Co-ordinating teaching and other staff in relation to specific projects/exercises.

### **Developing and Managing the School**

- Implementing school strategy, managing change and shepherding the school as it faces the challenges of the future.
- Developing and Implementing school policy including but not limited to guidance and pastoral care, pupil welfare, medical needs of pupils, child protection policies, health and safety policies.
- Contributing to the development of a positive ethos within the school.
- Contributing and adhering to the evidence based teaching ethos of the school.
- Managing school buildings and equipment maintenance and replacement.
- Demonstrating financial awareness and fund-raising ability in consultation with available expertise.
- Managing school public relations and ensuring crisis management plans are in place.
- Working closely with available resources to enhance education standards through the use of information and communication technology in the classroom.



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### **Essential Personal Qualities and Skills**

- A strong commitment to the Autism Ireland principles of evidence-based, child-centered education.
- Vision, strategic focus and the ability to work with others to implement school strategy and policy.
- Excellent communication skills and the ability to communicate effectively with pupils, the school team, parents, the Board and external agencies.
- Proven leadership skills and the ability to engage and motivate team members.
- Sound judgment and the ability to solve problems and manage conflict effectively.
- Self organisation and time management skills coupled with the ability to prioritise and delegate tasks effectively.
- Excellent teaching skills and a passion for developing both pupils and team members.
- Be a qualified teacher registered with the Teaching Council and have a minimum of five years relevant wholtime teaching experience

### **Desirable Personal Qualities and Skills**

- Experience and commitment to Special Needs Education especially in the field of Autism.
- Curriculum development in a special needs setting particularly Autism
- Curriculum development for Adolescents with Autism or special needs
- Qualifications in evidence based special needs teaching methodologies.