

## **Acting Up Template for Deputy Principals.**

### **1. Child Safeguarding:**

- a) Key principles and procedures#

### **2. In School Management:**

- a) Roles and duties

### **3. Teaching and Learning:**

- a. Learning Priorities/School Improvement Plan/Current focus.

### **4. Board of Management:**

- a) Relevant Procedures

### **5. Special Educational Needs**

- a) Key priorities to ensure continuity in all aspects of Special Education teaching and learning

### **6. Parental Input/general/Parents' Association.**

- a) Advice on continuation of optimum communication practices.

### **7. School Plant**

- a. Maintenance priorities
- b. Health and safety priorities

### **8. School Resources;**

- a. Inventory of Literacy/ Numeracy/Science/PE/IT resources

### **9. Policy Development**

- a. Current status of School Plan.
- b. Policy priorities identified by Principal Staff and BOM

**10. Supervision**

**11. Code of Behaviour Practices**

**12. Assessment Practices**

**13. School Finances**

**14. School Community Links**

**15. General School Routines and Procedures.**

- a. Assembly
- b. After school activities