

PLEANSCOILE



**St. Paul's N.S.,
Dooradoyle, Limerick**

Under the Patronage of the Bishop of Limerick.

Most Recent Update: September 2019

*This is a working document that is being developed by the School Community.
It is constantly reviewed at Staff Meetings, on 'Revised Curriculum' in-service and SDP days
It is the process by which we educate our children in St. Paul's N.S.*

As part of the self analysis, the school community shall, when opportunities arise, evaluate the plan under the following criteria:

1. School Administration
2. School Planning
3. Curriculum Implementation

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The Process of School Plan

The process of the school plan has taken shape from the school year beginning 2000 up to now (June 2008). The process has been a five-staged approach.

Stage 1:

This has been the recognising of the then current practices in the school.

Stage 2:

This involved the formulating of administrative and organisational policies for the day-to-day running of the school

Stage 3:

This involves the phased implementation of the revised curriculum and identifying core curricula for most subject areas.

Stage 4:

This involves setting up planning structure to allow teachers to plan as individuals and in their own class groupings on an on-going basis.

Stage 5:

Evaluation – a development plan is created at the beginning of each school year, the objectives of this plan are implemented and then reviewed at the end of the academic year. The effectiveness of the school plan is measured by review process which includes: discussions, reviews and feedbacks from staff at staff meetings, in staff room and school-development planning days, feedback from parents and board of management and children. It is also measured by how efficient and effective the day-to-day running of the school is and any concerns here would inform changes in the school plan. Since 2010 this development plan was replaced by what is now called the School Self Evaluation Process.



Mission Statement for St. Paul's N.S.

- *We aim to provide each child with an education in a caring and happy environment.*
- *We aim to work in partnerships with parents and the outside community to develop a sense of worth in each child.*
- *We aim to teach each child the values of faith, hope, charity and love.*
- *We aim to maintain a Catholic ethos in our school but also teaching each child to tolerate and respect other faiths and religions.*
- *We will prepare each child for further education and endeavour to develop his/her talents.*



Introduction to St. Paul's N.S.

St. Paul's N.S. is located at Dooradoyle on the suburbs of Limerick City. It is a mixed-social-background area, which has been growing for the last twenty-five years. The school draws its pupils from Dooradoyle, Gouldavoher, Ballykeefe, Raheen and Ballycummin. There are also pupils from South Circular Road, Ballinacurra and the surrounding areas of Clarina, Crecora and Patrickswell.

Enrolment has been growing since 1999-2000 in St. Paul's, rising from 419 to the current 630 pupils. We are a 37-teacher school including 10 resource/learning support/EAL teachers.

St. Paul's is located beside the Regional Hospital and many of the doctors who work at the hospital are of foreign extraction. Therefore we have **children from all over the world** attending our school. These countries include Pakistan, India, Panama, Nigeria, Togo, Bangladesh, Lithuania, Russia, America, Brazil, China, Poland, Latvia, Italy, Spain and the Philippines etc. This international flavour adds culturally to our school and enhances our children's education. St. Paul's also has one teaching post for these non-English speaking pupils. This is a temporary post. It has greatly helped foreign children to improve their communication and language skills. It has helped children to settle in to our community here in St. Paul's and develop friendships quickly in a caring manner.

The **overall objectives** of our school are to provide our pupils with the best possible early education in their formative years, to inculcate in them a spirit of co-operation, respect for each other and for their teachers and a willing attitude to their work, and as they grow through our school, teach them spiritual and moral values which will remain with them to maturity. We hope to achieve this in a happy atmosphere of school life here at St. Paul's N.S.

The **emphasis of our teaching** is based upon the three R's. Our curriculum is rooted in this but we also recognise the varied curriculum and the many changes, which are taking place in the Education field.

The teachers of St. Paul's strive to provide a sound grounding in the three R's but also wish to provide many other educational experiences for each child. St. Paul's places great emphasis on I.T. as a learning tool in the Primary school. Children have the opportunity to develop skills in this area from Infants up to 6th class. We are currently participating in an Erasmus Plus Project and are actively seeking school partners from Europe over the next few years. Laptop Computers and Tablets have also been introduced as a learning aid in our school. Every class has a smart board.

Children have a **wide range of curricular and extra-curricular activities** in which to participate. They receive instruction and learn to swim from First Class through to 6th class. They experience various theatrical groups throughout their education in St. Paul's. Many groups from Ireland and England visit St. Paul's to put on performances each year and explore different themes with the children. Many of the themes focus on social and historical events in Ireland and throughout the world. St. Paul's has experienced the Artist in residence scheme in 3rd and 4th classes where children explored Ancient Greece and Rome through artistic experiences. At some stages artists/teachers with expertise have taken modules with classes in areas subjects such as Visual Arts (clay) and PE (Dance). Many of

the children sing in the school choir and the higher classes has the opportunity to participate in the Peace Proms at the UL Arena. All children from 3rd to 6th are involved in the Music Generation Programme. *“Music Generation is Ireland’s National Music Education Programme that transforms the lives of children and young people through access to high quality performance music education in their locality. Through partnership, we create rich and diverse ways for participants to engage in vocal tuition and music composition delivered by skilled professional musicians, across all musical genres and styles.”*

The co-operation of the staff, parents and outside community help to provide a well-rounded education to the pupils of St. Paul’s and as you reflect through our ‘Plean Scoile’ we hope you can visualise our future...



Accommodation within the School

St. Paul's NS has been upgraded and updated to a school fitting the 21st century. The building houses 24 mainstream classrooms, 7 SEN rooms and many ancillary facilities including school hall, staffroom, library, all-weather pitch and a soft-play area.



Aims and Objectives of St. Paul's N.S.

- Our school aims to provide each child with a balanced education to enable each child to develop his/her skills to live a full life as a child.
- This is provided in a caring and kind environment where each child learns to treat each other with charity, justice, truth, patience and love.
- The school provides a Catholic and Christian education for each child while it recognises and respects other faiths and religions.
- Our school recognises the importance of our Irish Culture and incorporates music, language, sport, dancing and customs into each Childs education.

THE OVERALL OBJECTIVES OF OUR SCHOOL ARE:

- To provide each child with the best possible education in their formative years.
- To inculcate in them a spirit of co-operation.
- A respect for each other and their teachers
- A willing attitude to their work.
- And as they grow through our school teach them spiritual and moral values, which will remain with them to maturity.
- The school values the contribution of parents, guardians and the outside community in the development of the school and values the input of outside agencies such as psychologists, social workers, gardaí doctors and nurses etc. in caring for all children.
- The school values the knowledge of history, geography (local, national and international), music, singing, art, design and craft making.
- The school places emphasis on the development of skills in our national games of hurling and football as well as a wide range of other sports including basketball, swimming, athletics and soccer.



Board of Management

- The Board of Management meets at least once a term and usually twice a term. There is a standard quarterly meeting and the Board has also met in recent times to discuss the building project etc.
- The Chairman consults with the Principal who informs the Secretary. The Secretary then sends a notification in writing to the members giving at least a week notice.
- The current B.O.M. consists of:
 - **Chairman** Mr John Coady.
 - **Secretary** Mr. John Tuohy (Principal)
 - **Treasurer** Ms. Marion Cahill
 - **Patron Nomination** Ms Páidín O'Reilly
 - **Parents Representatives** Mrs. Norma O'Brien
Mr. Mike O'Callaghan
 - **Community Representative** Mrs Lil O'Rourke
 - **Teacher Rep** Ms Carmel Hayes

MEETINGS:

The Chairperson and Principal draw up the agenda for meetings and all members have the opportunity to discuss issues arising from the minutes and the agenda. Members also have the opportunity to bring up any other issues under A.O.B.

- The Teacher member of the B.O.M. is elected from the body of teachers on the staff. Proposals are taken from the staff meeting and a vote takes place to elect a successful member.
- The teacher and Principal inform the staff about the outcomes of Board meetings. This usually happens the day after meetings have taken place. If the teachers have any issue, which they feel needs to be discussed, they can ask the teacher representative to bring it up.
- The two parent's representatives also bring various issues to the attention of the Board. They are elected from the parents association.



Home/School Liaison

There are very good links established between St. Paul's N.S. and parents. Parents are encouraged to meet teachers at the parent/teacher meetings, which take place late in the first term. Parents are also encouraged to meet teachers if they so wish to discuss any concern they might have about their child's education. An appointment is made with the secretary and the teacher will meet the parent. Formal *parent teacher meetings* take place class each year.

Parents are encouraged by the Principal & Staff to be involved in their child's education. They do this in many ways in St. Paul's. Parents are encouraged to get involved in shared-reading with their children and also to supervise and check homework assignments

- The School has an app which for instant communication with parents. We also have a school website, and both are updated on an ongoing basis by the School Administrator.
- The Principal meets parents on an on-going basis also and promotes the school and its pupils when and where possible.
- Parents also provide valuable help in the area of fund-raising they contribute **€50 per child/€100 per family annually to the school fund** which traditionally buys little extras for the school e.g. Basketball Nets, and other associated P.E. equipment; and is also part of the school-development fund
- A **School Newsletter** is available on the website and through the app, where parents can read about the different events happening in St. Paul's. It refers to school holidays, achievements of classes or children, extra-curricular activities taking place and fund-raising for the school or worthwhile causes like Serve or Bóthar etc.

PARENTS ASSOCIATION:

The Parents Association in St. Paul's has an A.G.M. in September or October where a committee is elected. The committee provides support to the school in the following area:

- Preparation & serving of refreshments at Confirmation and Holy Communion.
 - Christmas Party/Santa
 - Book fairs
 - Some fund raising events for school
 - Organising the sale of second-hand school books in June
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- The school formally liaise with the Parents Association through two parent representatives on an on-going basis throughout the year. School policy and issues relating to school are discussed and listened to.

The parents association shall:

- Represent the parents of our school
- Plan activities for parents
- Support the principal and staff in the pursuance of school aims and objectives
- Encourage parents to be active partners in the education of their children
- Help communication between parents and school.

Funding:

The parents association shall organise their own fundraising events in consultation with the principal and board of management. They will also keep an account of finances to be overseen by the treasurer.

Composition:

- Chairperson – vice chairperson
- Secretary
- Treasurer
- P.R.O.
- Other elected members who form the committee including two members to represent the parent body on the Board of Management.

Meetings:

- AGM – held at the beginning of school year
 - To include minutes and statement of account.
- Monthly Meetings
- Meet with principal once-a-month on an ongoing basis



St. Paul's N.S. - School Staff:

<u>Name</u>	<u>Position</u>	<u>Class</u>	<u>Class Size</u>
John Tuohy	Principal		
Eileen Fitzgerald	Deputy Principal		
Patrick Kennedy	Assistant Principal	Rang 5	
Miriam O'Mahony	Assistant Principal	SEN	
Mary Dalton	Post	SEN	
Paul Carroll	Post	Rang 3	
Carmel Hayes	Post	Rang 2	
Siobhán Doherty	Post	SEN	
Muirne Bennis	Post	Rang 4	
Aisling Geary	Post	Rang 3	
Pádraig O'Brien	Post	Rang 2	
Mary Ryan	Post	Náí. Shinsearacha	
David Tobin	Post	SEN	
Deirdre Kenneally	Post	Rang 5	
Ruairí Walsh	Class Teacher	Rang 6	
Niamh O'Dea	Class Teacher	Rang 4	
Sarah Keane	(On Secondment)		
Kieran Madden	Class Teacher	Rang 6	
Marie Allis	SEN	SEN	
Susie Reale	(On maternity leave)		
Caroline Lawlor	(On Career Break)		
Sinéad Enright	(On maternity leave)		
Maureen Toomey	Job-sharing	SEN	
Niamh Barron	Class Teacher	Rang 6	
Aoife Geoghegan	Job-sharing	SEN	
Annmarie Kelly	Class Teacher	Rang 3	
Deirdre Cullinane	Class Teacher	Rang 2	
Adrian Kirby	Class Teacher	Rang 5	
Áine McNamara	Class Teacher	Rang 1	
Tomás O'Brien	Class Teacher	Rang 4	
Jennifer Mortell	SEN	SEN	
Aoife Barron	Class Teacher	Náí. Shóisearacha	
John Hutton	Class Teacher	Rang 1	
Melissa Shine	Class Teacher	Náí Shóisearacha	
Michelle O'Malley	Class Teacher – CID	Rang 1	
Amy McGrath	Class Teacher – CID	Náí. Shinsearacha	
Rachel Naughton	Class Teacher – Temp - CID	Náí Shóisearacha	
Ciara O'Sullivan	Class Teacher – Temp	Rang 6 (Shared)	
Aisling O'Connell	Class Teacher – Temp	SEN	
Áine Trant	EAL – Temp	EAL	
Paula Donnelly	Class Teacher – Temp	Náí. Shinsearacha	
Sandra O'Shaughnessy	SNA		
Joan Woods	SNA		
Eileen Cumiskey	SNA		
Evelyn Fogarty	Career Break		
Martina Condell	SNA		
Amy Ryan	Covering Career Break - Temp		

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Ancillary Staff

SCHOOL SECRETARY:

List of Duties:

Dealing with visitors, parents, correspondence

A secretary may take responsibility for:

- Collecting all moneys within the school e.g. swimming, Art & Crafts. Theatre, School Tours, Fundraising for charities etc.
- Assisting with records, roll books and registers on Aladdin and online claimes
- Keeping school accounts and inventory of stock.
- Ordering school requisites.
- Answering the phone and taking messages
- Distributing in-school communications.
- Monitoring Access for visitors/parents to the school during school hours

SCHOOL CARETAKER:

List of Duties

1. General overseeing and maintenance of school buildings, plant fittings and furniture.
2. Cleaning of school buildings and general maintenance of school grounds, entrance and keeping free of litter.
3. Selecting and buying materials required.
4. Turning off/on heating before/after holidays and checking oil level in tank every four weeks at least.
5. Keeping inventory of tools and equipment.
6. Opening and Closing school outside school hours.

The Principal

The **role** of the Principal is defined by many sectors of the Educational Act.

- Board of Management – he/she devolves power from the Board
- Department of Education Circulars
- Rules for National Schools
- INTO Handbook – Definition of Duties

The role of the Principal is also influenced by the consultative process with parents, outside agencies and the parish community.

The **duties** cover many areas of school such as: -

- Planning
- Discipline
- Organisation
- Development

The **middle management structure** within the school provides the Principal with the opportunity to delegate and share duties with post holders and staff etc. The importance of delegation cannot be underestimated and provides staff etc. with the opportunities to develop school structures and school life.

PRINCIPAL'S DUTIES FOR BOARD OF MANAGEMENT:

- Act as member of Board
- Report on school matter at Board meetings
- Present relevant documents to Chairperson and keep Chairperson informed of school matters
- Provide substitute teachers where appropriate and possible
- Interview and appoint new staff
- Maintain health and safety standards within the school and inform the Board of hazards/dangers
- Provide fire drill once a term

ADMINISTRATIVE DUTIES OF PRINCIPAL:

- Liaise with postholders and oversee assigned duties
- Promote pupils in curricular and extra-curricular areas
- Provide timetable
- Collect and keep records of teachers work in classroom – CúntasMíosúil
- Complete Departmental statistics and forms.

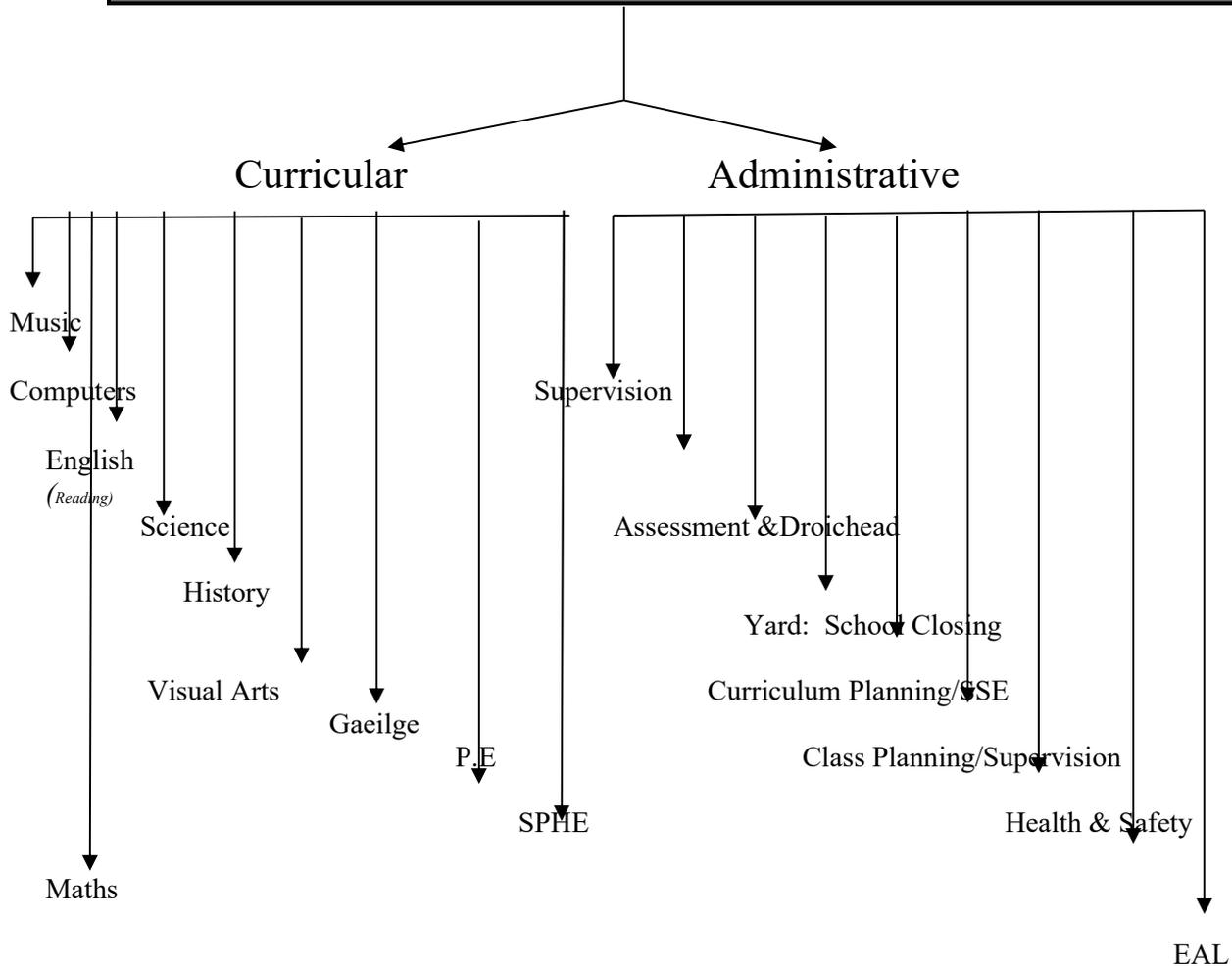
PROFESSIONAL DUTIES OF PRINCIPAL:

- Organise and facilitate staff meetings
- Meet staff and discuss all school issues on an ongoing basis
- Provide leadership and impetus for the revised curriculum
- Monitor development of school plan
- Induct new staff members
- Promote extra-curricular activities and support teachers who undertake them

- Review booklists and textbooks
- Ensure a positive and pleasant atmosphere exists in school
- Arrange for staff in-service
- Help to prepare Holy Communion and Confirmation class and support teachers and parents handing on the faith
- Developing posts of responsibility in our school



Posts of Responsibility



The **posts of responsibility** in St. Paul's are outlined the diagram here. The posts are designed to include both organisational and curricular areas of the school plan. They exist to extend the middle management involvement in supporting the Principal to carry out and evaluate the day to day running of the school. The delegation of such responsibilities exemplifies the 'ownership concept' endorsed by the school staff and reflects the cohesive and supportive roles of the staff in maximising the effectiveness of the school plan.

SPECIAL DUTIES OF DEPUTY PRINCIPAL

RESOURCES CO-ORDINATOR & REGISTRAR, ST PAUL'S

NS

Eileen Fitzgerald

SPECIAL DUTIES POST

MUSIC CO-ORDINATOR, ST PAUL'S NS

Eileen Fitzgerald

1. Responsibility for assisting the principal in the day-to-day

2. organisation and supervision of the school.
3. Division of classes in the event of a teacher being absent.
4. Maintaining a list of teachers on EPV days.
5. Organisation of class supervision for teachers involved with school teams.
6. Registration of all pupils in the school.
7. Recording of pupils' attendance during each school year.
8. To organize junior assembly (from Junior Infants to Second Class) to acknowledge and celebrate children's achievements both inside and outside of school and to promote others activities within the school such as Seachtain na Gaeilge, Reading Month, Science Week, Maths Month and Our Green School.
9. To liaise with educational publishing companies, particularly in relation to resource packs for school book lists.
10. To survey teachers annually in relation to books/materials/equipment required.
11. Creating a positive musical environment, which encourages and values
12. spontaneous sharing of ideas, skills and resources among teachers and pupils.
13. Collecting and communicating information about in-service training, school visits and musical events.
14. Organising the purchase, storage and maintenance of music resources.
15. Encouraging the involvement of as many children as possible in music-making through:
 - a. Participation in the School Choirs
 - b. Participation in Music in the Classroom concerts
 - c. Participation in Christmas Carol-Singing
 - d. Participation in choir for church sacraments
16. To create Morning Supervision rota.
17. To supervise children in the school yard before 9 a.m.
18. To create the Yard Duty rota.
19. Discuss with principal, class teachers and S.E.N. teachers which children after a period of intervention might be in need of assessment
20. Check which children leaving sixth class might need an up-to-date report and therefore reassessment before entering secondary school.
21. Meet N.E.P.S. psychologist with principal in September for the annual planning meeting.
22. Make contact with parents, meet with them and get their help with the referral form. Meet class teachers re information for referral forms. Collect any previous assessments from other agencies and send all to N.E.P.S.
23. Forward date for assessment to parents and arrange meetings between psychologist and parents and class teacher and psychologist.
24. Arrange suitable location for assessment on the day.
25. Distribute copies of assessment reports to relevant staff when completed.
26. Make application to NCSE for resource teaching hours.
27. Make application to NCSE for assistive technology for children who require same.
28. Maintain a record of children attending learning support and resource teaching.
29. Organising the collection of Cuntas Míósúil from teachers of third to sixth classes.
30. Co-ordinator of Literacy Lift-Off Programme for First Class and Senior Infants.

SPECIAL DUTIES OF ASSISTANT PRINCIPAL

IT CO-ORDINATOR, MONITORING OF YARD AT SCHOOL CLOSURE ST. PAUL'S N.S.

Pat Kennedy

- i. Computer Room
 - a) Switch on/off morning and evening
 - b) Fixing minor technical difficulties

- c) Upgrading Antivirus
- d) Upgrading and downloading new software onto the system
- e) Repairing and replacing damaged and old computers
- f) Organising the removal of old electrical goods
- g) Organising the timetable for the Computer Room
- h) Ordering new software
- i) Checking on software list and collecting and collating prior to holidays

ii. Classroom Computers

- 1. Installation of PCs
- 2. Installation of Software
- 3. Networking and Internet
- 4. Advice for teacher about integrating IT into their lessons
- 5. Solving small technical problems throughout the school
- 6. Maintaining printers and upgrading printer drivers
- 7. Checking printers and organising replacement of ink cartridges
- 8. Removal of old ink cartridges
- 9. Maintaining antivirus software and upgrades on computers
- 10. Maintenance and designation of laptops and projectors throughout classrooms
- 11. Organising installation of Interactive Whiteboards throughout the school
- 12. Installing Office, Antivirus, and the necessary software on each teacher's desktop computer and maintaining this
- 13. Installing network access and printers on all teachers desktop computers and maintaining the software and downloads

iii. ICT General

- 1. Organising and timetabling the IT maintenance technician as problems arise
- 2. Supervising the buying and replacing of damaged and redundant hardware
- 3. Organising training for staff on new initiatives i.e. Web conferencing, Web 2 technologies, twinning, blogging, Edu blogs....
- 4. Do ongoing surveys of staff requirements in ICT upskilling
- 5. Do a regular stock take of hardware requirements throughout the school
- 6. Motivate staff to make the best use of new technologies.
- 7. Surveying staff on computer use
- 8. Develop a plan of short-term and long-term goals
- 9. Maintaining communication with NCTE on grants and grant requirements
- 10. Organise the availability 2 digital cameras and one digital video camera
- 11. Switch on the reception area digital display screen each morning
- 12. Review internal network security annually

iv. Website

- 13. Maintaining school website
- 14. Creating school policy on acceptable use and review annually
- 15. Creating school ICT plan and reviewing annually
- 16. Buying new and replacing old software and hardware
- 17. Train and skill a group of pupils to help with ICT

B. Supervision

- Part of tam that supervises the school yard in the morning prior to class commencement.

- Supervising the school yard each evening to encourage pupils to make a safe and orderly departure.

SPECIAL DUTIES OF ASSISTANT PRINCIPAL ENGLISH READING, ST PAUL'S NS

Miriam O'Mahony

1. Ordering, sorting and distributing reading material
2. Organising World Book Week
3. Distributing ideas for reading activities during world book week
4. Organising excursions to library, O'Mahony's bookshop etc
5. Fundraising for reading materials e.g. read-athon
6. Organising school book fairs
7. Rolla: Daily numbers for whole school
8. Morning Supervision

SPECIAL DUTIES POST (B)

S.P.H.E. CO-ORDINATOR, ST. PAUL'S N.S.

Carmel Hayes

1. To co-ordinate, foster interest in and promote SPHE related activities in St. Paul's N.S.
2. To maintain awareness in environmental issues which are of particular relevance to our school population. Particular areas of interest include
 - a. Litter
 - i. Correct use of bins.
 - ii. Active promotion on the reduction of waste with specific emphasis on the reduction of single use plastics in the school
 - b. Maintaining objectives achieved under the Green Flag scheme.
3. SPHE – Curricular issues – sourcing, recording & disseminating information on curricular issues with particular emphasis on RSE and Stay Safe programmes.
4. Coordination and review of the SPHE School Plan
5. Review Healthy Eating Policy on an annual basis.
6. Morning Supervision

2019/2020

1. Set up a student council with pupils from 4th to 6th Class.
2. Encouragement of healthy eating and good exercise habits – address pupils at school assemblies, encourage the use of healthy eating monitors in classrooms.
3. Attend training course on RSE and subsequently disseminate information & oversee implementation of programme.
4. Attend training course on Stay Safe programme & subsequently disseminate information & oversee implementation of programme.
5. Internet Safety. Research the possibility of experts in the field attending the school to give information workshops/talks to pupils, staff and parents. – Term 2?
6. Research the Restorative Buddies Programme and seek any potential training.

To be redistributed

7. Mentoring of Newly Qualified Teachers in conjunction with the National Pilot Project on Teacher Induction.(N.P.P.T.I)
8. Creating an Induction Pack for N.Q.T.'s , suitable for use by Temporary and Substitute teachers.
9. Fostering an interest in and appreciation of the mentoring process amongst staff members.
10. Encouraging the growth of a mentoring team within the school.
11. Investigating the possibilities for Whole School Development through introducing elements of the mentoring process to the wider school community, in particular, reflective practice, collaborative planning and increased teacher co-operation and support.

SPECIAL DUTIES POST (B)

NEPS & ASSESSMENT, ST PAUL'S NS

Mary Dalton

1. NEPS Assessment
 - a. Liaise with class teachers, L-S/Resource teachers and principal; and following staged approach decide on pupils for assessment
 - b. Liaise with NEPS psychologist, class teachers and parents regarding referral forms, dates for assessment and oral feedback
 - c. Distribute copies of report to class teachers and L-S/Resource teachers.
2. Standardised Testing
 - a. I resource, distribute and arrange storage of standardised test, manuals and booklets and collect same plus results after testing.
3. Morning Supervision

SPECIAL DUTIES POST (B)

PHYSICAL-EDUCATION CO-ORDINATOR, ST PAUL'S NS

Paul Carroll

1. The maintenance and care of all P.E. equipment
 - A physical-education equipment room caters for the storage of all physical education equipment
 - As the P.E. curriculum is implemented, additional equipment shall be purchased in consultation with staff members to implement the various strands
 - Organise collection of Tesco Sports Tokens and order equipment
 - To make staff members aware of what equipment is available on an on-going basis.
 - To encourage children (through staff members) to maintain the equipment room and return items to their correct storage
2. The organising and overseeing of the implementation of the Physical Education Curriculum
 - To provide teachers with the resources to implement the strands
 - To catalogue and store further resources such as books, CD-ROMs, tapes and downloaded material from the internet. These to be stored in the equipment room for teachers' use
3. The organisation of the Senior Sports Day involving the setting up of a variety of stations in the school field, the ordering of additional equipment e.g. bouncy castles,

- the preparation and distribution of a timetable to each teacher and offering advice to teachers on how to engage the pupils in the various activities.
4. The organising of trials for all children in Saint Paul's N.S. from 2nd to 6th classes in advance of the Limerick City Sports, the selection of a team to represent the school, the organisation of transport by bus to the venue and on the day of the City Sports to provide encouragement and commend the children on their efforts.
 5. The overall intention will be to give pupils in St. Paul's N. S. an introduction to as many aspects of P.E. as possible. It is hoped that following this introduction that every pupil will have a sporting interest to carry with him/her into adulthood.
 - Participation, enjoyment and development of skills are looked on as being most important.
 - In team sports, the emphasis will be on sportsmanship, co-operation with and tolerance of team members
 6. To create and co-ordinate review of school plan in PE
 7. Morning Supervision

SPECIAL DUTIES POST (B)

HEALTH & SAFETY/FIRST AID, ST PAUL'S NS

To be redistributed

1. Stocking of first-aid supplies
2. Updating staff on health and safety issues
3. Organising for health and safety personnel to address staff (e.g. APEX fires on correct use of fire extinguishers)
4. Organising display of health and safety procedures
5. Health & Safety Officer – bring safety matters to the attention of principal, caretaker & BOM
6. Review Health and Safety policy on a yearly basis (refer to school plan)
7. Is Designated Liaison Person in the case of alleged child-abuse report/suspicion

SPECIAL DUTIES POST (B)

COLLABORATIVE PLANNING, ST PAUL'S NS

Carmel Hayes

1. Organise for collaborative planning
2. Organise supervision rota for collaborative planning
3. Identify areas to be discussed/planned/potentially worked on
4. Liaise with Muirne Bennis (post holder – school plan development) to further discuss areas to be covered
5. Co-ordinate documents to be completed
6. Gather all recordings
7. Compile individual recordings into class plans
8. Distribute final drafts
9. Ensure Muirne Bennis (post holder – school plan development) has copy of final drafts to be included in School Plan/Resource Folder
10. Organising of afternoon supervision in the event of a teacher attending a meeting, planning etc.
11. Morning Supervision

SPECIAL DUTIES POST (B)

SCHOOL & CURRICULUM PLAN DEVELOPMENT

Muirne Bennis

1. Liaise with principal, post holders and staff to record and update school plan
2. Communicate plan to staff (via shared folder on network)
3. Organising in-school curriculum planning days/elements for staff meetings – liaise with post-holder in area where appropriate
4. Organising Croke Park timetable in consultation with post holders, principal and staff
5. Facilitating Croke Park hours that are concerned with school development planning
6. Record decisions agreed upon during these planning days/staff meetings (regarding) into the school plan where necessary; disseminate these decisions to staff
7. Ensuring staff are informed of current administrative and curricular practices in our school
8. Identifying planning areas which need addressing and including them in development plan
9. Co-ordinating review of school plan – liaise with post-holder in area where appropriate
10. Co-ordinating SSE process
11. Morning Supervision

SPECIAL DUTIES POST (B)

DATABASE

Padraig O'Brien

1. Liaise with staff to distribute data capture sheets and collect details on all students.
2. Input all student personal data into Data check.
3. Check all details of students before distributing contact lists to respective classes.
4. To update and maintain Data check throughout the year.
5. To transfer all standardized test results from paper form to computerized form starting from this year.
6. To supervisor students in phase two every morning as they come in from the line.
7. Morning Supervision

SPECIAL DUTIES POST (B)

MATHS, ST PAUL'S NS

Aisling Geary

1. Inform staff on in-service courses
2. Maintain notice board in staff room on in-service courses
3. Organise bookings of courses in some cases
4. Inform staff of any services on offer to teachers (particularly liaise with Limerick Education Office) e.g. cuiditheoir
5. Review school policy on Staff Development annually
6. Morning Supervision

SPECIAL DUTIES POST (B)

VISUAL ARTS, ST PAUL'S NS

Mary Ryan

1. Involved in the implementation of the Visual Arts Programme throughout the school, with particular emphases in the performance arts.
2. Gathering and storage of the resources for the implementation of the strand objectives for the visual-arts curriculum e.g. rollers, screens, different printing material, resource books and other raw materials.
3. Displays of different artists workin corridors of school.
4. Morning Supervision

SPECIAL DUTIES POST (B)

SCIENCE

David Tobin

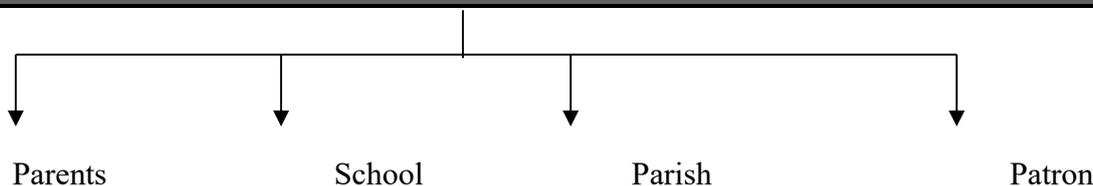
1. Maintenance of Computer Room
2. Maintenance of Classroom Computers for Phase 1
 - a. Installation of PCs
 - b. Installation of Software
 - c. Networking and Internet
3. Advice for teacher about integrating IT into their lessons
4. Maintenance and set-up of laptop and projectors in Phase 1
5. Organising and training in the use of the school digital cameras and digital camcorders
6. Photographing of school events
7. Updating of school blog
8. Translating of school newsletter into Polish
9. Uploading and updating school newsletters in both English and Polish onto the school website.
10. Morning Supervision

SPECIAL DUTIES POST (B)

GÆILGE

Deirdre Kenneally

1. To promote spoken Irish throughout the school n the school through
2. The organising of Irish Language events such as ‘SeachtainnaGaeilge’ etc
3. The resourcing and ordering of Irish reading materials both for formal and informal reading.
4. Co-ordinate review of Gaeilge plan
5. Morning Supervision





Trustees

Supervising Child's Work &
 Activities
 Parent-Teacher Meetings
 School App/Website
 Letters Home
 Shared Reading
 Policies
 School Events

E-newsletter
 Social Committee
 Internal e-mail
 Aladdin Notice Board
 Staff Meetings
 Informal Meetings

Through Priest BOM Meetings
 & Pastoral Council Preparation of
 Diocesan Office Sacraments
 Ongoing
 principal/chair contact

