

**Schedule of Roles and Responsibilities based on needs analysis  
MERCY SECONDARY SCHOOL MOUNTHAWK.  
2018**

<b>Need</b>	<b>Role</b>	<b>Responsibilities summary</b>
Year Group Co-ordination	<b>Year Head</b>	By liaising with the Principal and Deputy Principals regarding this role, the Year Head will be the figureheads around which the life of a year group will circulate. They will lead the year group team: YH, AYH, DP, PCare and SEN and have responsibility for the students in their year group in all facets of school life.
Co-ordination of a year group Supporting tracking and reporting of attendance and engagement in a year group	<b>Assistant Year Head</b>	The A.Y.H. shares in the leadership role of the Year Head. He/she shares responsibility to help create a sense of community in the year group. They will have particular focus on attendance and engagement of students.
Co-ordination of Junior Cycle Programme	<b>Junior cycle programme co-ordinator.</b>	Lead the school's engagement in the revised Junior Cycle by managing, leading and mediating change to respond to the evolving needs of the school community
Promotion and support of Whole School wellbeing	<b>Well-being Co-ordinator</b>	To oversee the Well-being programme in the school and its implementation so as to support holistic development of students and staff in accordance with the implementation of the Wellbeing policy of the school.
SEN Coordination	<b>Members of the SEN Coordination team - a number of roles here</b>	Shared responsibility for the coordination of aspects of Resource / Learning Support within the school to deliver support for all students under the SEN policy of support for All, Some and Few.
Sports and Extra Curricular Co-Ordination	<b>Sports and extra-curricular co-ordinator...</b>	To lead and co-ordinate the school's sports, extra-curricular and co-curricular programme
Tracking of Student Achievement and Learning Outcomes	<b>Academic Monitor / monitor of student engagement and attainment</b>	To support the learning of students in the school so as to ensure they achieve their potential in the core business of the school – learning with added value.
Programme Coordinator	<b>Co-ordinator of L.C.A., L.C.V.P. and T.Y. Programme</b>  <b>3 possible roles</b>	To lead, co-ordinate and administrate the teaching and learning in a particular programme.
Development of Teaching & Learning	<b>CPD co-ordinator / facilitator</b>	Support, co-ordinate and promote a whole school approach to methodologies, peer collaboration

		and CPD
Health and safety	<b>Health and Safety Officer / Fire Drills Officer</b>	<b>Coordinate and manage all matters pertaining to Health and Safety management in the school to maintain an orderly, secure and healthy learning environment</b>
Management & administration of examinations (house, mock & state) Assessment management	<b>Examination Co-ordination / assistant co-ordinator</b>  <b>Different roles:</b> <b>1.House / mock examinations</b> <b>2 state examinations</b>	<b>Organisation and co-ordination of House /mock Exams and delivery of the assessment process.</b>
Study Co-ordination	<b>Organiser of after school study, Saturday study, Christmas &amp; Easter study</b>	<b>Promotion, co-ordination and organisation and effective running of the afterschool study programme.</b>
Collection of Voluntary Contributions Administration fees	<b>Fees administrator</b>	<b>To coordinate the collection of voluntary contributions made by parents and the collection of fees for services in the school</b>
Book Scheme	<b>Co-ordinate book schemes in the school</b>	<b>To oversee and co-ordinate the book schemes in the school:</b>
Student council	<b>Student council liaison</b>	<b>To oversee, facilitate, motivate and work for the Students' Council</b>
Year book	<b>Co-ordinator of year book</b>	<b>To oversee, facilitate, motivate and work for the Students' Council</b>
Parent teacher meetings	<b>Facilitators of PT meetings</b>	<b>Facilitation of the PTMs in the school</b>
Awards events	<b>Facilitator of the annual Awards evening</b>	<b>Co-ordination / Convener of the committee responsible for the delivery and organisation of the Awards Night and the integration of this evening with the other students support structures in the school</b>
Management of resources and procurement	<b>A number of possible roles as required by the specific needs of certain departments as subject evolve and develop...</b>	<b>Responsibility to manage and co-ordinate the resources, physical, human and teaching for a subject department</b>
Open day and admissions day	<b>Organiser of Open/Admissions Day</b>	<b>To co-ordinate the delivery and organisation of the Open Day and admissions day</b>
Web site and media	<b>PR facilitator</b>	<b>To manage, support the PR for the school across a number of platforms</b>