



Annual Report to the Board of Management (2022/23)

Name of Teacher: Mrs Claire McCluskey

Leadership & Management Post: APII (up until April 2023) / AP I (April – June 2023)

This report is presented using the four domains of leadership and management as described in “Looking at Our Schools 2022 – A Quality Framework for Primary and Special Schools”

▪ **Leading Teaching & Learning**

- ✓ Took responsibility for curriculum policy, school self-evaluation, co-ordinating planning and relevant CPD in relation to **MUSIC**.
- ✓ Supported all members of staff in curricular planning and preparation.

▪ **Managing the Organisation**

- ✓ Attended monthly In-School Management meetings to review school planning and events – attended meetings related to school activities.
- ✓ Managed arrangements relating to Religious Ceremonies
- ✓ Managed arrangements relating to Christmas Concert
- ✓ Deputised for the Principal and Deputy Principal, when necessary, and took responsibility for additional supervision duties, whenever called upon.
- ✓ Led whole school wellbeing planning, initiatives and activities for pupils and staff.
- ✓ Supported the principal in managing challenging situations throughout the year.
- ✓ Drafted timetable for weekly Masses
- ✓ Chaired staff meetings when requested to do so.
- ✓ Liaised with Religious Advisors when they visited the school
- ✓ Acted as Religion coordinator – liaised with parish priest / sacramental preparation, etc.

▪ **Leading School Development**

- ✓ Took a lead in the School Self Evaluation (SSE) process through consultation and planning with other members of staff.
- ✓ Introduced a new music programme, Dabbledoo Music.
- ✓ Consulted with staff and formulated a new school policy for MUSIC.
- ✓ Sourced and ordered new musical instruments (percussion) – organised storage and sharing solution for teachers and classes.
- ✓ Introduced Yoga as an additional activity for pupils – organised classes and liaised with yoga instructor.
- ✓ Promoted the Catholic ethos in the school.
- ✓ Coordinated resources and events during Catholic Schools Week.
- ✓ In consultation with the Principal and other staff members, assisted in organising and managing charity fundraising, graduation and other school events.

▪ **Developing Leadership Capacity**

- ✓ Mentored and advised newly qualified teachers on staff
- ✓ Promoted opportunities for teacher and SNA professional development
- ✓ Supported teachers who introduced new initiatives
- ✓ Helped build and maintain relationships with parents/guardians
- ✓ Organised staff social gatherings, etc..

Signed: _____

Date: _____