**Priorities for Principal Teachers – External Agencies**

The IPPN publication [**Priorities for Principal Teachers – In Clear Focus**](https://www.ippn.ie/index.php/advocacy/publications/4752-priorities-for-principal-teachers-in-clear-focus) aims to empower principals to effectively manage their workload. Last week, in this series we focused on the Board of Management. This week, we focus on External Agencies and give examples of related tasks that the principal should deal with, tasks that can be delegated or shared, and those that the principal should not personally need to do.

There are many external agencies which interact very positively with schools for the benefit of pupils and whose support is vital to effective teaching and learning. Schools are also very much part of their local community and will often have positive interactions with local organisations which can enhance the quality of the pupils’ education. While the interaction with such organisations is usually positive, it is important that principals manage it carefully so as to ensure it does not impinge unduly on their workload.

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| **Key Priorities for the Principal – Must Do** | **Other Priorities – Could Delegate or Share** | **Other Tasks – Deprioritise / Principal should not need to personally undertake** |
| * Report to Tusla where child abuse or neglect is suspected (Designated Liaison Person)
* Cooperate with DES Inspectorate as required
* Ensure compliance with legislation and with DES, Tusla, National Council for Special Education (NCSE) and Teaching Council regulations
* Maintain effective relationships within the school community
* Support visits by those promoting the ethos of the school.
 | * Deal with requests for work experience, teaching practice and research
* Facilitate the distribution of HSE consent forms and appointments for medical and dental screening
* Provide statistical data as required by DES
* Facilitate educational visits by fire service, local Gardaí, Juvenile Liaison Officer,  community groups and others
* Organise visits from ‘role models’ from Sports, the Arts
 | * Disseminate commercial advertising materials
* Participate in commercial voucher/coupon collection schemes for school supplies
* Carry out administrative functions for the HSE, such as sorting out returned dental or medical forms or scheduling medical appointments
* Accommodate salespeople, other than by appointment
* Sort mail
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[Click here for details of the Standardised School Year](https://www.ippn.ie/index.php/resources/des-circulars/2017/5417-0009-2017-standardisation-of-the-school-year-in-respect-of-primary-post-primary-schools-for-the-years-2017-18-2018-19-and-2019-20)