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**APPLICATION FORM**

**FOR POST OF**

**Deputy Principal**

Limerick Educate Together Secondary School



Name of Applicant:



1. **Personal**

Full Name:

Full Address:

Telephone:

Email:

Present Position and where employed:

Do you have 5 years qualified teaching experience as per Circular 04/98?

Yes/No (*delete as relevant)*

Teaching Council Number:

*If you have no number, are you eligible for registration and willing to register?*

Yes/No (*delete as relevant)*

If No, please give details:

*[Please note that the successful candidate will be paid by the Department of Education & Skills (DES) and will have to fulfil DES conditions, which include registration with the Teaching Council.]*

1. **Qualifications**

| **Institution:** | **Primary Degrees/Diplomas:**  **Subjects:** | **Degrees**  **(Pass/Hons):** | **Year of Graduation:** |
| --- | --- | --- | --- |
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**Post Graduate Degrees/Diplomas**

| **Institution:** | **Qualification:**  **Subjects Studied:** | **Pass/Hons:** | **Year of Entry:** | **Year of Graduation:** |
| --- | --- | --- | --- | --- |
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**Other Relevant Qualifications/Further Studies/Career Achievements:**

[Type here.]

1. **Professional Management/Leadership Development**
   1. List any management/leadership courses not included in Section 2 above. Please include dates of the relevant training and duration of these courses as well as additional qualifications. (Start with the most recent and work backwards)

| **Name of Course** | **Name of Organisation/Institution running course** | **Duration** | **Date(s)** |
| --- | --- | --- | --- |
|  |  |  |  |

* 1. What key skills and knowledge have you developed as a result of these courses and courses listed in Section 2 above that are relevant to this post?

[Type here.]

1. **Teaching and Other Relevant Experience**

For all the following sections please start with the most recent and work backwards and leave no gaps in 4.1.

* 1. **Employment:** Please indicate whether the position was whole time (W) or part-time (P).

| **Dates From** | **Dates**  **To** | **Position &**  **W or P** | **School or other Institution** | **Responsibilities** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

* 1. **Post(s) of Responsibility or Equivalent:** Please indicate if the post was Department paid (DES), school paid (SP) or voluntary (V).

| **Dates From** | **Dates**  **To** | **Position (P, DP, API, APII, PC, *(DES, SP or V)\**** | **School or other Institution** | **Responsibilities** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

\*P = Principal, DP = Deputy Principal, API = Assistant Principal I Post; APII = Assistant Principal II post; PC= Programme Coordinator.

DES = Department paid; SP = School-paid post; V= Voluntary post.

* 1. **List, with outline dates, any extra-curricular/co-curricular activities in which you have been involved:**

[Type here.]

* 1. **What aspects of your recent experience, previously outlined in Section 4, have prepared you for the role of Deputy Principal?**

Type here.]

1. **Role and Function of Deputy Principal**

A review of the JMB framework of competencies for Principal and for Deputy Principals was commenced in November 2018 in the light of feedback from members of selection committees, Principals, Chairpersons of Boards of Management, Trustees representatives and the Department of Education & Skills.

During this review it was decided to redefine four of the six competencies to more explicitly include the four domains identified in the Department of Education and Skills published document, *LOOKING AT OUR SCHOOL 2016: A Quality Framework for Post-Primary Schools (LAOS)\*.* This document identified two key areas or dimensions of the work of a school, namely, Teaching and Learning, and Leadership and Management. Within the dimension Leadership and Management, which is the dimension most relevant to the recruitment of Principals and Deputy Principals, four domains are identified:

**Domain 1: Leading Learning and Teaching**

**Domain 2: Managing the Organisation**

**Domain 3: Leading School Development**

**Domain 4: Developing Leadership Capacity**

The document goes on to identify *standards* under each domain, each with a set of *statements of effective practice* and *statements of highly effective practice. (\*LAOS 2016 has been superseded by LAOS 2022.)*

In this context, a number of key competencies have been identified as being essential for the effective performance of the role and function of Deputy Principal in Limerick ETSS.

* **Lives the Educate Together Ethos**
* **Leader of Learning, Teaching and Assessment**
* **Communication, Organisational Management and Administrative Skills**
* **Leader of School Development**
* **Leader of People and Teams**
* **Self-awareness and Self-Management**

Each competency is defined in the Deputy Principal Role Description. Where you are required to provide an example of where you have displayed a particular competency, your example may be drawn from your experience in various settings including professional, social, sporting or voluntary. For each example include the following:

1. The nature of the task, problem or objective
2. What you did and how you demonstrated the skill or quality relevant to the specific domain (and, where appropriate, the date you demonstrated it)
3. The outcome or result of the situation.

To demonstrate the breadth of your experience, it is advisable not to use the same example to illustrate your answer to more than two of the criteria.

* 1. **Lives the Educate Together Ethos**



**Outline ONE example of how and where you have displayed this competency?**

[Type here.]

* 1. **Leader of Learning, Teaching and Assessment**



**Outline ONE example of how and where you have displayed this competency?**

[Type here.]

* 1. **Has Excellent IT, Organisational Management and Administration Skills**



**Outline ONE example of how and where you have displayed this competency?**

[Type here.]

* 1. **Thinks and Acts Strategically**



**Outline ONE example of how and where you have displayed this competency?**

[Type here.]

* 1. **Builds Strong Relationships**



**Outline ONE example of how and where you have displayed this competency?**

[Type here.]

* 1. **Solves Problems and Makes Good Decisions**



**Outline ONE example of how and where you have displayed this competency?**

[Type here.

1. **Challenges Facing Schools**

What are the particular challenges or issues that would impact on the leadership and management of a start-up school as it transitions from a startup school to an established school with 1000 students and approximately 120 staff?

[Type here.]

1. **Personal Vision**
   1. Outline your personal vision of the role of Deputy Principal in this school?

[Type here.]

* 1. If appointed as Deputy Principal to this school what would be your agenda for action?

[Type here.]

1. **Ethos**
   1. Outline briefly the ways you promoted the values of equity and respect in the school(s) in which you were employed.

[Type here.]

* 1. Outline which aspect of the Blueprint for Educate Together Second-Level Schools you would particularly like to promote and why?

[Type here.]

* 1. What attracts you to the role Deputy Principal in Limerick ETSS?

[Type here.]

* 1. Outline briefly your understanding of the role of Deputy Principal in terms of supporting the Principal?

[Type here.]

1. **Personal Declaration**

**If this section is not completed, your application will not be considered for processing.**

* 1. Have you been investigated by the Gardaí, HSE, or your employer in relations to substantiated complaints made concerning your treatment of children?

Yes/No (*delete as appropriate)*

* 1. Were you the subject of criminal conduct or wrongdoing towards a minor?

Yes/No ( delete as appropriate)

* 1. Are you aware of any material circumstance in respect of your own conduct which touched/touches on the welfare of a minor.

The school undertakes that all responses furnished by you in respect of the above questions will be treated as confidential, subject to any reporting obligations which may be imposed on the school, pursuant to “Children First” published by the Department of Children and Youth Affairs, the Child Protection Procedures for Primary and Post Primary Schools published by the Department of Education and Skills or pursuant to any legal obligation imposed on the school to facilitate the effective investigation of crime.

In the event of your being recommended for appointment to this position the School Manager/Board of Management is obliged to comply with the terms of current DES Circular Letters. The School Manager/Board of Management’s policy is that all new personnel recommended for appointment will be vetted and that the outcome of the vetting will be considered having regard to the school’s vetting policy. This applies in respect of all recommendations for appointment to teaching, principal, deputy principal and support staff positions where the person recommended for appointment is not currently an employee of the school and applies irrespective of whether the person has been previously vetted or not.

Please note that appointment to the position is subject to the outcome of the vetting process and the School Manager/Board of Management’s determination of suitability for employment in the position having regard to the vetting information received. No appointment will be confirmed until the aforementioned steps have been completed. In the event of any delay in the vetting process, the School Manager/Board of Management will require the recommended person to confirm in writing his/her acceptance of the aforementioned conditions of appointment to the position.

Further note that it is essential that you make appropriate and full disclosure in response to the questions at 9.1, 9.2 and 9.3 above. In the event of an offer of employment being made to you by the School Manager/Board of Management, this personal declaration will constitute a fundamental term of the contract of employment. If, at any time, it is subsequently established that you have made an incomplete and/or inaccurate disclosure in this declaration, you may face disciplinary action, up to and including dismissal.

1. **School Ethos**

The Board of Management wishes to declare that all applications are accepted on the understanding that the candidate has read and supports the school’s ethos as outlined in the accompanying documents and is prepared to accept the role of deputy principal as described in these documents.

1. **References**

Please supply the names and contact details of two referees. In addition, references may be sought from your present/former Principals and/or Chairpersons if not listed below.

* 1. **Reference 1**

Name:

Address:

Telephone/Mobile:

Email:

***How do you know this person? What is your relationship with this person?***

* 1. **Reference 2**

Name:

Address:

Telephone/Mobile:

Email:

***How do you know this person? What is your relationship with this person?***

1. **Undertaking**

I certify to the Board of Management that the information provided herewith is true and correct.

Signature of Applicant:

Date:

**N.B.**

* **The Selection Committee may be contacting the above named for references.**
* **The Board of Management is an equal opportunities employer.**
* **Shortlisting of candidates may take place.**
* **Candidates may be called for more than one interview.**

**Data Protection: All personal information provided on this application form will be stored securely by the school and will be used for the purposes of the recruitment process. Application forms will be retained for a period of 18 months, and in the case of a successful candidate for the duration of his or her employment and a minimum of two years thereafter. This information will not be disclosed to any third party without your consent, except where necessary to comply with statutory requirements or to provide normal company services. Internally, your information will be kept confidential and only made available as necessary. You may, at any time, make a request for access to the personal information held about you. Should you wish to make any changes, or erasures, to any information stored about you, please contact the principal.**