# Text Description automatically generated

School Lane, Baldoyle, Dublin 13, D13F9K2

**APPLICATION FORM**

**Please note: COMPLETING A COMPETENCY BASED APPLICATION FORM**

A Competency Based Application Form requires you, the candidate, to describe some of your personal achievements to-date that demonstrate certain competencies (necessary skills and qualities) required for the position you are applying for (e.g. Leading Learning & Teaching, Leading School Development, Communication Skills etc.). All question areas must be completed.

A definition of a skill or quality is given for each competency. You are then asked to describe a situation, from your own experience, which you think is the best example of what **you** have done which demonstrates this skill or quality. It is essential that you describe how **you** demonstrated the skill or quality in question.

You are advised to structure what you write so that you give specific information about what you have done - for example, do not simply say that “X was successful”, describe exactly what you did and how you demonstrated the skill or quality in question.

For each example, please include the following:

(a) the nature of the task, problem or objective;

(b) what you did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it)

(c) the outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.

Please do not use the same example to illustrate your answer to more than two skill areas.

Please note that, should you be called to interview, the Board may look for **additional examples** of where you demonstrated the skills required for this post so you should think of a number of examples of where you demonstrated each of the skills.

The selection criteria and marking scheme for the position are as follows

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| **Competency** | **Weighting**  **(%)** | **Rating**  **(1-5)** | **Highest Possible Score (Weighting X Rating)** |
| **Leading Learning & Teaching** | 20 | Max is 5 | 100 |
| **Leading School Development** | 20 | Max is 5 | 100 |
| **Developing Leadership Capacity** | 20 | Max is 5 | 100 |
| **Communication** | 10 | Max is 5 | 50 |
| **Managing the Organisation** | 20 | Max is 5 | 100 |
| **Self-awareness and Self-Management** | 10 | Max is 5 | 50 |
| **Highest Possible Score** |  |  | **500** |

The Application Form must be **TYPED.** Handwritten forms will not be accepted.

Candidates should carefully read and comply with all instructions in relation to the completion of the application form.

All questions must be answered.

Do not change the question numbers or sequence.

Boxes may be expanded as required in compliance with **maximum word count requirements**.

**No letter of application, CV or written reference should accompany this form.**

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| **For employer use only:** | **Yes** | **No** |
| Application received by closing date. |  |  |
| Teaching Council Registration. **Note:** Registration with the Teaching Council under Route 2 is required for appointments in the community & comprehensive sector. |  |  |
| Post-Primary Teacher Qualification(s) as per DE Guidelines. |  |  |
| Minimum of 5 year’s whole-time satisfactory teaching service or its equivalent. |  |  |

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| **APPLICATION FOR THE POSITION OF DEPUTY PRINCIPAL** |

1. **PERSONAL DETAILS**

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| **First Name:** | | **Surname:** |
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| **Home Address:** | | **Correspondence Address: *(if different)*** |
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| **Home Phone Number:** | | **Mobile Phone Number:** |
|  | |  |
| **Email Address:** |  | |

Are there any restrictions regarding your employment? Yes  No

*(if you answer Yes, please provide details on separate sheet)*

Do you require a Work Permit? Yes  No

Do you have five years’ whole-time teaching service or equivalent? Yes  No

( ***C&C: CL 07/02)***

Are you registered with the Teaching Council, Route 2? Yes  No

If YES, Teaching Council Registration Number:      \_\_\_\_

Please note that the successful candidate will be paid by the DE and will have to fulfill the DE conditions which include registration with The Teaching Council.

**2.PRESENT POSITION**

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| **Please give details of your current position:** | | | |
| **Organisation:** | **Location:** | | **Job Title:** |
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| **How much notice do you need to give your current employer?** | |  | |

**3. QUALIFICATIONS**

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| **3.1 Primary Degrees/Diplomas**: | | |
| University/Institute/College: | | |
| Title of Degree/Diploma: | | |
| Qualification (Pass/Hons): | | Awarding Body: |
| Year of Entry: | | Year Qualified: |
| Subjects studied: | | |
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| **3.2 Post Graduate Degrees/Diplomas:** | |
| University/Institute/College: | |
| Title of Degree/Diploma: | |
| Qualification (Pass/Hons): | Awarding Body: |
| Year of Entry: | Year Qualified: |
| Subjects studied: | |
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| University/Institute/College: | |
| Title of Degree/Diploma: | |
| Qualification (Pass/Hons): | Awarding Body: |
| Year of Entry: | Year Qualified: |
| Subjects studied: | |
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| * 1. **Other Skills Training/Courses undertaken relevant to this position (prioritise up to a maximum of 7 courses):** | | |
| Year attended | Title of Skills Training | Training Body |
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**4. PROFESSIONAL MANAGEMENT/LEADERSHIP DEVELOPMENT**

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| **4.1 Professional Management/Leadership Development:**  List any relevant management/leadership courses not included in Section 3 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. A descriptor of the course is NOT required. | | | |
| **Name of Course** | **Name of Organisation/Institution running course** | **Length of Course** | **Year** |
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1. **TEACHING AND OTHER RELEVANT EXPERIENCE**

| **5.1 Please provide details of your work history beginning with the most recent position:** | | | | |
| --- | --- | --- | --- | --- |
| Dates  (From/To) | Name & Address of  Employer | Position Held &  Whole-time or Part-time | Summary of Main Duties | Reasons for Leaving |
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| **5.2 Post(s) of Responsibility or equivalent beginning with the most recent position.**  A descriptor of the post is **NOT** required**.** | | | |
| Dates From/To | Position  (Indicate level of post – e.g. API, APII, SD) | School or other Institution | **Title** of Post  (a descriptor of the post is not required) |
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| **5.3 Other relevant experience (i.e. Social/Business) beginning with the most recent.** | | | |
| Dates From/To | Position | School or other Institution | Key Responsibilities/role |
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| **5.4 List, outlining dates, the main extra-curricular activities in which you are or have been involved (max 100 words). Begin with the most recent.** |
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1. **THE ROLE AND FUNCTION OF DEPUTY PRINCIPAL**

A number of key competencies have been identified as being essential for the effective performance of the role and function of Deputy Principal.

These competencies are as follows:

6.1 Leading Learning & Teaching

6.2 Leading School Development

6.3 Developing Leadership Capacity

6.4 Communication

6.5 Managing the Organisation

6.6 Self-Awareness and Self-Management

Outline an example(s) on the following pages of how and where you have displayed each of these competencies (**a maximum of 450 words is permitted for each competency**). The example(s) may be drawn from your experience in various settings including professional, social, sporting or voluntary.

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| **6.1 Leading Learning & Teaching**  Understands that high quality teaching and learning is the core business of a school and demonstrates the skills to act as the instructional leader promoting a culture of improvement and collaboration in this area.  **Behavioural Indicators:**  • Establishes clear principles of inclusion and social justice and ensures delivery of opportunity for students in the design of an effective timetable, meeting curricular requirements, that addresses the needs and diversity of students in the school.  • Has the understanding and ability to foster a culture of open dialogue and collaboration regarding standards of teaching and learning. Operates highly effective systems for monitoring student progress and achievement to help students reach their full potential. |
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| **6.2 Leading School Development**  Demonstrates the ability to establish and maintain a guiding vision for the school in line with the mission statement and communicates appropriately the goals and expectations of this vision to the school community.  • Knows how to develop a school culture that is faithful to the purposes, values and goals of the Patron/Trustees by approaching change management in a collaborative and sensitive manner, keeping abreast of changes in education and using SSE to manage the school’s response to changing needs.  • Has a thorough understanding of school processes including legislation, terms of reference, contracts, policies, DE guidelines and circulars and uses this understanding to lead and manage action planning for improvement of teaching, learning and assessment on a whole-school basis. |
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| **6.3** **Developing Leadership Capacity**  Empowers staff to carry out leadership roles, facilitates active student participation in school leadership while reflecting on the effectiveness and sustainability of their personal leadership and networking with other leaders.  **Behavioural Indicators:**  • Recognises and harnesses the many and varied skills and talents of the school community to create and motivate staff teams and working groups to develop leadership capacity in all aspects of school life. Works actively to develop leadership capacity through open consultation, collaboration, planning and building trust and delegates responsibilities appropriately and strategically.  • Identifies operational skills and resource gaps and takes appropriate action to meet the ongoing and future needs of the school. Operates an effective mentoring programme to support teachers in new roles and to develop the leadership capacity of mentors. Sets and expects high standards from all staff and employs a range of methods to motivate them to optimum performance while proactively and positively managing difficult issues. |
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| **6.4 Communication**  Demonstrates the capacity to clearly hear and articulate views, opinions and attitudes through effective and appropriate and empathic interaction with all stakeholders in a variety of situations and contexts**.**  **Behavioural Indicators:**  • Demonstrates good listening skills and has the ability to respond with respect, willingness and good judgement to dayto-day encounters, enquiries and information requests.  • Utilises effective and appropriate forms of communication, such as e-mail, website, reports, social media, bulletins and newsletters to communicate with all stakeholders and the wider community. |
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| **6.5 Managing the Organisation**  Uses a range of resources, supports and processes to ensure the effective and efficient running of the school and develops and implements a system of professional responsibility and accountability.  **Behavioural Indicators:**  • Oversees the smooth day to day running of the school implementing systems of communication to appropriately involve all members of the school community. Sets priorities, goals and timetables to ensure effective use of time and all resources to ensure maximum impact on student learning and close alignment of identified learning priorities with the school’s strategic plan. Anticipates issues and potential obstacles and takes necessary action.  • Develops or uses systems to organise and keep track of information and manages the allocation of finances and other resources. Maintains accurate records of resources and finances in accordance with sectoral accountability guidelines. Allocates relevant decision making and other responsibilities to the appropriate staff member and provides the necessary support for effective delegation. |
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| **6.6 Self-Awareness and Self-Management**  Is self-aware and has the capacity to self-manage and develop personally and professionally.  **Behavioural Indicators:**  • Develops self-awareness through personal and collaborative reflection identifying areas of personal practice requiring improvement. Understands the concept of professional boundaries and maintains this in dealing with stakeholders. Upholds professional integrity through discretion, confidentiality and trust etc.  • Is aware of their own personality traits and their impact but can accept and understand difference in other personalities. Has the emotional intelligence and empathy to adjust their approach in order to work effectively with others |
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1. **SUPPORTING STATEMENT**

This section is for you to provide further information in support of your application. You should demonstrate why you have applied for the position and outline any other knowledge/expertise or attributes which you consider pertinent to the role of Principal/Deputy Principal within the context of the ethos and characteristic spirit of the school (**max 200 words**).

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1. **REFERENCES**

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer. [*Please note: your referees may be contacted without further communication with you]*.

***Present or most recent employer:***

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| --- | --- | --- | --- |
| **Name & Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
|  |  |  |  |
| **Full address:** | | | |
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***Other referee:***

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| --- | --- | --- | --- |
| **Name & Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
|  |  |  |  |
| **Full address:** | | | |
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1. **DECLARATION**

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

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

YES  NO

Were you the subject of any allegation of criminal conduct or wrongdoing towards a minor?

YES  NO

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

YES  NO

Please note that it is a fundamental term of your employment that you make appropriate full disclosure in respect of the questions outlined above. You should also note that if the Board is satisfied, in the future, that you have made an incomplete or inaccurate disclosure, you may face disciplinary action, up to and including dismissal.

The Board 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 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 Board is obliged to comply with the terms of current Department of Education Circular Letters.

Section 12 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 requires a school authority to obtain a vetting disclosure from the Vetting Bureau prior to the employment, contract, permission or placement of a person to undertake relevant work or activities with children or vulnerable persons. This applies in respect of appointments to teaching posts, Principal and Deputy Principal positions where the person is not currently an employee of the Board and applies irrespective of whether the individual has been previously vetted or not.

1. **DECLARATION AND SIGNATURE**

* You are required to sign the declaration below certifying that all information you have provided is accurate.
* The Selection Board may wish to check any of the details you have provided.
* Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

I declare that the information supplied in this application form is accurate and true.

I acknowledge that the appointment may be subject to appeal as provided for in [Circular Letter 0062/2021](https://www.gov.ie/en/circular/47626-appeal-system-for-permanent-principal-and-deputy-principal-appointments/).

Signed       Date

**The completed application form (and five additional copies i.e. a total of six) should be returned by post or by hand only to arrive no later than 12:00 noon on Monday 16/6/25 addressed to:**

**The Chairperson**

**Board of Management**

**Pobalscoil Neasáin**

**School Lane**

**Baldoyle**

**Dublin 13**

**D13F9K2**

**Note:** You should retain proof of postage and clearly mark the outside of the envelope **‘Application Deputy Principal’.**

**Data Protection – Privacy Notice:**

All personal information provided on this Application Form will be processed in a confidential and secure manner and will only be used for the purpose of the recruitment process. Internally, your information will be kept confidential and only made available as necessary in processing your candidature.

Your data will be retained for a period of 18 months if your application is unsuccessful. If your application is successful, Pobalscoil Neasáin will retain your personal data for the duration of your employment and for 7 years thereafter. Your information will not be disclosed to a third party without your consent save where provided by law or where such processing is necessary to comply with the school’s legal obligations. You may at any time make a request for access to your personal data held by about you.

Pobalscoil Neasáin processes data in compliance with Data Protection legislation.

**Checklist for candidates**

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|  | **Yes** | **No** |
| Have you signed the form? |  |  |
| Is your name clearly on Page 3? |  |  |
| Are all questions answered? |  |  |
| Are questions in the original sequence? |  |  |
| Are answers typed? |  |  |
| Is the word count for answers within the specified maximum number of words in the different sections? |  |  |
| Have you submitted **six** copies of your completed and signed form? |  |  |
| Have you written “Application” on the envelope? |  |  |