**1. PERSONAL DETAILS**

**APPLICATION FOR THE POST OF DEPUTY PRINCIPAL**

**NEWPARK COMPREHENSIVE SCHOOL**

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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: |
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| Email Address: |

For Employer Use Only: Yes No

Application received by closing date

Teaching Council Registration

Post-Primary Teacher Qualification(s) as per DES Guidelines

Minimum of 5 years whole-time satisfactory teaching service or its equivalent

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

(**ETB: CL 06/02\*; C&C: CL 07/02\* - \* delete as appropriate**)

Are you registered with the Teaching Council? Yes No

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

If NO, are you eligible for registration and willing to register? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note that the successful candidate will be paid by the DES or ETB and will have to fulfil the DES 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: | |
| Qualifications (Pass/Hons): | Awarding Body: |
| Year of Entry: | Year Qualified: |
| Subjects studied: | |
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| **3.2 Post Graduate Degrees/Diplomas:** | |
| University/Institute/College: | |
| Qualification (Pass/Hons): | Awarding Body: |
| Year of Entry: | Year Qualified: |
| Subjects studied: | |
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|  |  |
| University/Institute/College: | |
| Qualification (Pass/Hons): | Awarding Body: |
| Year of Entry: | Year Qualified: |
| Subjects studied: | |
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| **3.3 Other Skills Training/Courses relevant to this Post:** | | |
| 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 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. | | | |
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| **4.2 What key skills and knowledge have you developed as a result of these courses that are relevant to this position?** |
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**5. TEACHING AND OTHER RELEVANT EXPERIENCE**

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| **5.1 Please provide details of your work history beginning with the most recent position:** | | | | |
| Dates  (From/To) | Name and 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.** | | | |
| Dates  (From/To) | Position  (Indicate level of Position – eg AP, SC and Post Title) | School or other Institution | Responsibilities |
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| **5.3 Other relevant experience (ie Social/Business) beginning with the most recent.** | | | |
| Dates  (From/To) | Position | School or other Institution | Responsibilities |
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| **5.4 Outline briefly your three greatest achievements with respect to the above responsibilities** |
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| **5.5 List, outline dates, any extra-curricular activities in which you are or have been involved (beginning with the most recent).** |
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| **5.6 What aspects of your experience, outlined above, have prepared you for the role of Deputy Principal?** |
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**6. 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 Principal/Deputy Principal.

These competencies are as follows:

6.1 Leader – Teaching and Learning

6.2 Leader – School Development

6.3 Leader – People and Teams

6.4 Communication

6.5 Organisational Management and Administrative Skills

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 (no more than 300 words per competency). The example(s) may be drawn from your experience in various settings including professional, social, sporting or voluntary.**

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| **6.2 Leader – School Development**  Demonstrates the ability to take a broad and long term view of the needs of the school’s purpose and objectives.  Below are several of the requirements involved in achieving the competency outlined above:   1. Work with the Principal in the re-evaluation of the purpose, objectives and activities of the school in line with School Self-Evaluation Guidelines from the Department of Education and Skills Inspectorate. 2. Participate in the process to develop a school culture that is faithful to the purposes, values and goals of the Patron and the Board of Management. 3. Develop a shared vision for the school in the future |
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| **6.3 Leader – People and Teams**  Demonstrates the willingness and ability to develop individuals and teams throughout the school community and delegate leadership within those teams  Below are several of the requirements involved in achieving the competency outlined above:   1. Develop a good working relationship with the Principal, teaching staff and ancillary staff through open consultation, collaboration, planning and building trust. 2. As part of the Senior Management Team take responsibility for distributive   leadership through appropriate support and delegation.   1. Proactively and positively manages difficult people issues, taking advice where   appropriate, in accordance with agreed procedures. |
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| **6.4 Communication**  Has the capacity to clearly articulate views, opinions and attitudes through effective and appropriate and empathic interaction with all stakeholders in a variety of situations and contexts.  Below are several of the requirements involved in achieving the competency outlined above:   1. Develop effective and respectful communication systems with pupils, staff, parents and the wider community. 2. Communicate with students, staff and parents in an empathetic, positive, friendly and professional manner. 3. Implement the Relationships and Behaviour Policy and all school policies with an understanding of their rationale. |
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| **6.5 Organisational Management and Administrative Skills**  Uses a range of a range of resources, supports and processes to ensure the effective and efficient running of the school.  Below are several of the requirements involved in achieving the competency outlined above:   1. Manage the day to day organization of the school, including the planning and overseeing of the daily time tabling of classes. 2. Manage and oversee matters of student behaviour and the promotion of good order and general supervision between classes. 3. Establish and maintain effective data management systems such as student records, teacher records, attendance, purchasing procedures and timetables. |
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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.  Below are several of the requirements involved in achieving the competency outlined above:   1. Appreciate the importance of the Principal/Deputy Principals relationships, the relationship with other members of the school community and the importance and overall impact of effective working relationships. 2. Be aware of his/her skill set and be willing to seek help and advice when required. 3. Uphold professional integrity at all times, e.g. discretion, confidentiality and trust. |
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**7. 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 Deputy Principal.

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**8. 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 and Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
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| **Full Address:** | | | |
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**Other Referee:**

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| **Name and Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
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| **Full Address:** | | | |

**9. 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 or 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 school 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 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.

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In the event of your being recommended for appointment to this position the Board of Management is obliged to comply with the terms of current DES Circular Letters.

The Board of Management’s policy is that all newly appointed teachers and support staff will be vetted via An Garda Síochána and that the outcome of the vetting will be considered in the light of the school’s vetting policy. This applies in respect of appointments to teaching posts, Principal and Deputy Principal positions where the person is not currently an employee of the school and applies irrespective of whether the individual has been previously vetted or not.

**10. DECLARATION AND SIGNATURE**

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| * You are required to sign the declaration below certifying that all information you have provided is accurate. * The Selection Committee 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.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Completed applications should be returned by post only to arrive no later than Thursday 30th March 2017 at 4:00pm to:**

**Derek Lowry**

**Secretary, Board of Management**

**Newpark Comprehensive School**

**Blackrock**

**Co. Dublin**