

POST OF RESPONSIBILITY VACANCIES

Assistant Principal I (Acting). Number of Vacant Posts: One

The Board of Management of Newpark Comprehensive School invites applications from eligible candidates for the above post(s).

The post(s) will be filled in accordance with Circular Letter 0003/2018 and Information Notes TC 0022/2021 and TC 0004/2024 on Circular Letter 0003/2018. Applicants should familiarise themselves with the Circular Letter and the Information Note (gov.ie/departments-of-education/).

The appointee will become part of the Leadership and Management team in the school.

Eligibility criteria for **Assistant Principal I post of responsibility**:

- *be fully registered with the Teaching Council under route 2 or under route 3 as per the clarification issued by the Department of Education in June 2018.*
- *have a minimum of 3 years/ teaching service recognised by the Department of Education for incremental credit purposes. [Where it is not obvious that the applicant has a minimum of 3 years' teaching service, then that teacher should provide a statement of service from the Department of Education as evidence of incremental service]*

The post will be interviewed and marked in accordance with the criteria and marking scheme in Circular Letter 0003/2018.

Leading Learning and Teaching (25 marks)	Managing an Organisation (25 marks)
Leading School Development (25 marks)	Developing Leadership Capacity (25 marks)

Note:

- Appointment to the post of responsibility will be conditional on the teacher being available to carry out the roles and responsibilities assigned to the post.
- Selection Board and interviews shall be as outlined in Department of Education Circular Letter 0003/2018 and Information Notes TC 0022/2021 and TC 0004/2024.
- The Appeals procedure outlined in Circular Letter 0003/2018 applies.
- Candidates are referred to the following which are posted on the staff notice board:
 - The full list of identified Leadership and Management needs and priorities of the school.
 - The list of post holders, level of their post and summary of their roles and responsibilities.

Applications should be made on the official Post of Responsibility Application Form which is available at newparkschool.ie/internal or on request from the Secretary, Board of Management.

Completed application forms must be addressed to the Secretary, Board of Management and submitted by email to recruitment@newparkschool.ie. Applications must be received no later than the deadline.

Closing date for receipt of completed applications is Friday 28 March 2025.

Interviews are provisionally scheduled for week beginning 31 March 2025.

Candidates are advised that late applications cannot be accepted.

SIGNED: 
Secretary, Board of Management

DATE: 20 March 2025
Date Posted on Staffroom Noticeboard