**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 actually 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** | 15 |  Max is 5 | 75 |
| **Developing Leadership Capacity** | 20 | Max is 5 | 100 |
| **Communication** | 15 | Max is 5 | 75 |
| **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 | [ ]  | [ ]  |
| Post-Primary Teacher Qualification(s) as per DES Guidelines – **Note:** Registration with the Teaching Council under Route 2 is required for appointments in the community & comprehensive sector | [ ]  | [ ]  |
| 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:** |
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| **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

(***CL 07/02)***

Are you registered with the Teaching Council? Yes No

If YES, Teaching Council Registration Number:

1. **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?** |  |

1. **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):**
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| 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:** |
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| 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 (ie 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, outline 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.* Establishes clear principles of inclusion and social justice and ensures delivery of opportunity for students meeting curricular requirements, that addresses the needs and diversity of students in the school.
* Engages all stakeholders (students, staff, parents, and Board of Management) in the SSE process to create and maintain a culture of high expectation for all in which learning flourishes enabling students to become active and motivated learners.
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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. * Works proactively with the Board of Management and the Patrons to communicate to the whole school community, the guiding vision and ethos of the school.

Builds and maintains constructive relationships with Parents, other school and the wider community through effective and regular communication with all partners.* 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* 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 people issues.
* Actively promotes and facilitates the development of student voice, participation and leadership recognising students as important and active stakeholders in the operation of the school.
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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**.*** Shows the capacity and skills to relate and communicate in a meaningful and respectful way with individuals and groups and in particular with all school stakeholders. Demonstrates good listening skills and has the ability to respond with respect, willingness and good judgement to day-to-day encounters, enquiries and information requests.
* Cultivates effective channels and structures of communication, such as e-mail, website, reports, social media, bulletins and newsletters – particularly for staff but also for other stakeholders and external media. Understands and operates the various channels through which leaders can communicate with stakeholders, appreciates the power of media and has a willingness to relate in a positive way with local media systems.
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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.* 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.
* 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.* 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, loyalty and trust etc.
* Is self-motivated and is committed to personal and professional growth and development. Maintains a balance between the demands of work and personal needs and wellbeing. Has the confidence, resilience and optimism to maintain an emotional balance in challenging situations and the capacity to work through these situations.
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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 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:** |
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| **Full address:**  |
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***Other referee:***

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| --- | --- | --- | --- |
| **Name & Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
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| **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.

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 of Management 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.

**10. DECLARATION AND SIGNATURE**

* 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.

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

**SIX copies of the completed application form should be returned by post only to arrive no later than 1pm on Friday 26th May 2023 to:**

**Name & Address:**

**The Chairperson, Board of Management, Tullow Community School, The Mullawn, Tullow, Co. Carlow. R93 DT20.**

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

**DATA PROTECTION**

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, Tullow Community School 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.

B Community School processes data in compliance with Data Protection legislation.