APPLICATION FORM

FOR POST OF:

 Deputy Principal

Scoil Mhuire gan Smál, Blarney

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please send SIX signed copies of the completed Application Form to:**

**The Secretary,**

**Board of Management,**

**Scoil Mhuire gan Smál,**

**Blarney,**

**Co. Cork**

**Applications received after 4pm on 26th May 2017 will not be considered for processing. If posted, please retain proof of postage and mark the outside of the envelope clearly “APPLICATION”.**

**Shortlisting 8th June. Interviews 16th June**

**This form must be signed.**

**All questions must be answered.**

**Do not change the questions, numbers or sequence and do not delete any part of the form.**

**The Application Form to be typed in Arial font size 12.**

**The total number of pages (including this cover sheet) not to exceed 16.**

**No CV, cover letter or written reference to accompany this form.**

|  |
| --- |
| Failure to comply with any/all of the above may result in your application not being considered |

Application Form

1. **Personal**

 **1.1 Full Name**:

 1.2 Full Address:

 1.3 Telephone:

* 1. Mobile Number:
	2. Email:
	3. Present position and where employed:
	4. Do you have five years qualified teaching experience as per Circular 04/98?

######  YES NO

* 1. Teaching Council Registration No:
1. **Qualifications**
	1. Primary Degree(s)

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | University | Result | Year of Graduation |
|  |  |  |  |
|  |  |  |  |

* 1. Teaching Diploma

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | University | Result | Year of Graduation |
|  |  |  |  |

* 1. Post Graduate Diplomas

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | University | Result | Year of Graduation |
|  |  |  |  |
|  |  |  |  |

* 1. Other Relevant Qualifications (e.g. Masters or Ph. D.)

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | University | Result | Year of Graduation |
|  |  |  |  |
|  |  |  |  |

1. **Professional Development**
	1. List any relevant 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)

|  |  |  |  |
| --- | --- | --- | --- |
| Course / Qualification | Organisation | Duration | Date(s) |
|  |  |  |  |
|  |  |  |  |

* 1. Outline the key skills and knowledge you have developed as a result of these courses and courses listed in Section 2 and explain their relevance to this post.
1. **Teaching and Other Relevant Experience**
	1. Employment (start with the most recent and work backwards). Please indicate whether the position was whole-time (wt) or part-time (pt).

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Position  | School / institution | Responsibilities |
|  |  |  |  |

* 1. Post(s) of Responsibility or Equivalent (start with the most recent and work backwards). Please indicate also if the post was Department paid (DES) school paid (SP) or voluntary (V).

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Position\*  | School / institution | Responsibilities |
|  |  |  |  |

\*P = Principal, DP = Deputy Principal, AP = Assistant Principal Post; SD = Special Duty Post; PC= Programme Coordinator. DES = Department paid; SP = School-paid post; V= Voluntary post

* 1. List, with outline dates, any extra-curricular activities in which you are or have been involved (start with the most recent and work backwards).
	2. Other relevant experience (i.e. Social/Business start with the most recent and work backwards)

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Position  | Organisation | Responsibilities |
|  |  |  |  |

* 1. Outline briefly your **three** greatest achievements with respect to the above responsibilities:
*
* 1. What aspects of your experience, outlined above in sections 4.1 to 4.5, have prepared you for the role of Deputy Principal at Scoil Mhuire gan Smál, Blarney?
1. **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:*

1. **Promoting the Characteristic Spirit of the School**
2. **Leading Learning & Teaching**
3. **Relationship Management & Interpersonal Skills**
4. **Organisational Management & Administration**
5. **Strategic Planning**
6. **Self-awareness & Self-management Skills**

*Each competency is defined below. When providing 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.*

* 1. Promoting the Characteristic Spirit of the School

The Deputy Principal promotes the building of a school community in its religious tradition and in accordance with the values of the school’s mission statement and expressed philosophy. As a significant occupational requirement of Deputy Principalship, the successful candidate will be called upon to understand, protect and promote the stated characteristic spirit of Scoil Mhuire gan Smál, Blarney. He/she will be committed to the demands implied in such protection and promotion. He/she will operate in accordance with the quality of action, function and presence laid down by the Board of Management on behalf of the Trustees, as necessary for the carrying out of this role.

Outline ONE example of how and where you have promoted the Characteristic Spirit of your School.

* 1. Leading Learning & Teaching

The Deputy Principal creates and nurtures a culture of learning and teaching that promotes the highest educational outcomes for students. This is achieved through the formal curriculum together with co-curricular and extracurricular subjects and activities, all of which are informed by and contribute to Scoil Mhuire gan Smál, Blarney characteristic spirit. The Deputy Principal also encourages and fosters the building of leadership capacity among staff in all areas of school life that support the achievement of Scoil Mhuire gan Smál, Blarney mission and vision as articulated by the Board of Management.

Outline ONE example of how and where you have led Learning & Teaching.

* 1. Relationship Management & Interpersonal Skills

The Deputy Principal’s skills involve collaboratively building and maintaining professional and respectful relationships with staff, parents and other support agencies. The Deputy Principal will use appropriate communication skills to establish teams which empower staff and build leadership capacity within Scoil Mhuire gan Smál, Blarney. He/she appropriately anticipates, addresses and manages the conflictual challenges that inevitably accompany this role.

Outline ONE example of how and where you have demonstrated Relationship Management & Interpersonal Skills

* 1. Organisational Management & Administration

The Deputy Principal leads Scoil Mhuire gan Smál, Blarney in on-going evaluation of the school’s activities and relationships in the light of its goals as established by the Board of Management and as identified as part of School Self-Evaluation (SSE). The Deputy Principal manages the school’s human, physical and financial resources so as to create and maintain a learning organisation. He/she uses a range of relevant planning and organisational techniques and systems to set priorities, goals and timetables that ensure effective use of time and resources.

Outline ONE example of how and where you have demonstrated Organisational Management & Administration skills.

* 1. Strategic Planning

The Deputy Principal demonstrates the ability to take a broad and long term view of the needs of Scoil Mhuire gan Smál, Blarney and its purpose and objectives in the light of evolving student needs, the legislative framework in which schools operate and the characteristic spirit of the school. This ability involves working with all stakeholders to develop a shared vision for the school, promoting it and working towards the realisation of that vision.

Outline ONE example of how and where you have demonstrated Strategic Planning.

* 1. Self-awareness & Self-management Skills

The Deputy Principal demonstrates an awareness of his/her strengths and weaknesses and has the capacity to manage them appropriately. The Deputy Principal receives and gives feedback; he/she models and promotes a culture of self-reflection.

Outline ONE example of how and where you have demonstrated Self-awareness & Self-management Skills.

1. **Issues Facing Schools**

What are the particular challenges and issues that impact on the management and leadership of a secondary school, and how would you manage them?

*(Please limit your response to one page)*

1. **Personal Vision**
	1. Outline your personal vision of the role of Deputy Principal in Scoil Mhuire gan Smál, Blarney.
	2. If appointed as Deputy Principal to Scoil Mhuire gan Smál, Blarney what would your agenda for action be?
2. **Characteristic Spirit**
	1. Outline briefly the ways you supported the characteristic spirit of the school(s) in which you have been employed:
	2. Outline which aspect of the Scoil Mhuire gan Smal Mission Statement you would particularly like to promote and why:
3. **Vetting 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 relation to substantiated complaints made concerning your treatment of children?

######  YES NO

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

######  YES NO

* 1. Are you aware of any material circumstance in respect of your own conduct which impacted / impacts 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.

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 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.

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 Mission Statement of Scoil Mhuire gan Smal and is prepared to accept the role of Deputy Principal to support and work for the ideals portrayed in this.

# Scoil Mhuire Gan Smal

# Mission Statement

Our school concentrates on the development of the whole person, by providing for the religious, moral, social, physical and intellectual growth of our students.

We strive for academic excellence, while fostering, and encouraging all types of talent.

Our Catholic students are formed in the principles and practices of the Catholic Faith, but the school welcomes students of other persuasions. Our school is open to all except to those whose presence would put the welfare of other students seriously at risk. The Religious Education of students is, and is seen to be, of fundamental importance. This is reflected in the curriculum of the school, in time-tabling, assignment of teachers and provision of resources. Communal prayer and liturgical celebration are an integral part of school life. Compassion and co-operation are given a higher value in our school than competition. The value of work, as participation in God’s creative power, is stressed. We aim to develop sound work habits and appropriate leisure interests in such a way that students are prepared for later employment and the challenges of an ever-changing society.

We press ahead to make positive discrimination in favour of disadvantaged children a reality.

Teachers, students, administrative, cleaning and ancillary staff are all members of the school community. A sense of mutual respect among all members of the school community is encouraged. We encourage good relationships between home and school, recognising this as essential to the educational process.

We endorse a comprehensive view of Education that takes account of the role of the family, the community, the mass media, the school and the professions.

1. **References**

Please supply the names and contact details of two referees, who must know you in a professional capacity. In addition, references may be sought from your present/former Principals and/or Chairpersons/Managers if not listed below.

* 1. Professional Referee 1

Name:

Address:

Telephone/ Mobile:

Email:

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

* 1. Professional Referee 2

Name:

Address:

Telephone/ Mobile:

Email:

*How do you know the above 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:

Please Note:

* The Selection Committee may be contacting the above named for references.
* The Board of Management is an equal opportunities employer.
* Short-listing of candidates may take place.

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.

To be detached from Application Form

Checklist for Applicants

* Have you signed the form?
* Is your name on the front cover?
* Are all questions answered?
* Are questions in the original sequence?
* Are answers typed Arial font size 12?
* Is the total number of pages (including the cover sheet) 16 or less?
* Have you made six copies of your completed and signed form?

 (Your application should consist of 6 signed application forms.)

* Have you written “Application” on the envelope?