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| **Application Form**  **Deputy Principal Post- Causeway Comprehensive School**  Completed application forms will only be accepted via email ([jobs@kerryetb.ie](mailto:jobs@kerryetb.ie)),  No C.V.’s only official application form will be accepted.  **Please note that all areas of the application form must be fully completed giving as much detail as possible of your skills, abilities experience relating to this post application as shortlisting will be based on the information gathered from this form** |

1. **Personal Details**

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| --- | --- | --- | --- |
| **Name:** |  | **Work No:** |  |
| **Address for** |  | **Mobile No:** |  |
| **Correspondence:** |  | **Home No:** |  |
|  |  | **Email:** |  |

1. **Current or Most Recent Appointment**

Yes: No:

Are you currently employed by Kerry ETB?

If **yes**, complete section (a) below

**(a) Current staff members of Kerry ETB**

|  |  |
| --- | --- |
| **Department/School/ Adult education centre/Programme** | **Title of Post** |
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Are there any restrictions on your right to work in Ireland

Yes: No:

If yes, please give details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Previous Appointments**

Please list all your previous appointments. This should also include voluntary and temporary work. Continue on a separate sheet if necessary.

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| **Dates employed to/from** | **Name & address**  **of School/Centre** | **Position held PWT/ CID/TWT/PRCT/PT (Please state hours)** | **Nature of work including subjects & levels taught** | **Reason for**  **leaving** |
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**3A.** What aspects of your recent experience, outlined above, have prepared you for the role of Deputy Principal?

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**Current and Previous Post of Responsibility experience (if applicable)**

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| **Director of**  **Adult Education** |  | **Permanent** |  | **Acting** |  | **Duration** |  | **Year of Appointment** |  |
| Duties: | | | | | | | | | |
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| **Programme**  **Co-ordinator** |  | **Permanent** |  | **Acting** |  | **Duration** |  | **Year of Appointment** |  |
| Duties: | | | | | | | | | |
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| **Assistant**  **Principal** |  | **Permanent** |  | **Acting** |  | **Duration** |  | **Year of Appointment** |  |
| Duties: | | | | | | | | | |
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| **Special Duties** |  | **Permanent** |  | **Acting** |  | **Duration** |  | **Year of Appointment** |  |
| Duties: | | | | | | | | | |
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**3B.** Outline briefly your three greatest achievements with respect to the above responsibilities:

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1. **Details of Qualifications**

### Are you a registered teacher with the Teaching Council Yes No

If yes please attach a copy of your Confirmation of Registration Form. Registration No:\_\_\_\_\_\_\_\_\_\_

Please indicate what subjects have you been recognised to teach\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| **Title of Degree**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Year Obtained: \_\_\_\_\_\_\_\_\_\_\_\_\_ Pass Honours | | | | | | | |
| **Subjects Taken** | | | | | | | |
| **First Year** | **Result** | | **Final Year** | | | **Result** | |
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| Duration of Course of Study 2 yrs 3 yrs 4 yrs other (please specify)  Please specify whether full-time part-time study | | | | | | | |
| **Higher Diploma in Education (or equivalent)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Year Obtained: \_\_\_\_\_\_\_\_\_\_\_\_\_ Pass Honours | | | | | | | |
| **Other Qualifications held** | | **Course Title** | | **Year of Award** | **Pass or Honours** | | **College** |
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**Have you completed the Child First Mandated Persons Training?**

**Please Tick**

Yes:  No: 

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| **Any other information in regard to qualifications:** |
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| **Inservice Courses** | | | | |
| **Dates** | | **Title of Course** | **Name of Organisers** | **Nature of Award** |
| **From** | **To** |  |  |  |
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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)**

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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. Max 100 words per competence

**These competencies are as follows:**

Leading Learning and Teaching

Managing the Organisation

Leading School Development

Developing Leadership Capacity

Communication

Self Awareness and Self-Management

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| **Leading Learning and Teaching**  Promotes the building of a school community in accordance with the values of the school’s mission statement and expressed philosophy. Focuses on improving instruction to enable teachers to teach at their best and students to learn at their utmost. Fosters a climate of trust that motivates and inspires others to commit to ongoing development that will support the educational goals/objectives of the school.  Ensures that results are achieved in a caring and compassionate environment. Ability to encourage a shared sense of purpose, to facilitate school development planning and lead effective curriculum planning. |
| **Managing the Organisation**  Summarise your experience/key achievements to date under this criterion. |
| **Leading School Development**  Summarise your experience/key achievements to date under this criterion. |
| **Developing Leadership Capacity**  Summarise your experience/key achievements to date under this criterion. |
| **Communication**  Demonstrates the capacity to clearly hear and articulate views, opinions and attitudes through effective, appropriate and empathic interaction with all stakeholders in a variety of situations and contexts. |
| **Self-Awareness and Self- Management**  Is self-aware and has the capacity to self-manage and develop personally and professionally and to keep one’s disruptive emotions in check. Shows commitment to the Core Values of Kerry ETB of Respect, Quality, Equality, Inclusion and Excellence in Learning. Shows commitment to inclusive teaching practices and to ensuring that the school prevents and combats discrimination and has the ability to create and maintain a climate of respect and fairness for all staff and students. |

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. 100 words max.

1. **References**

Please give the names and addresses of two referees from whom Kerry ETB can request references on your behalf **prior** to interview. One should be a recent employer. Both referees should have been in a position of responsibility within the employing organisation(s). They must not be related to you, or be known to you only as a friend. If you are unable to provide these please give details of someone who knows you in other than a personal capacity and who is prepared to provide a reference for you.

[Please note: your referees will be contacted without further communication with you and prior to interview if shortlisted for interview]

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| --- | --- | --- | --- | --- | --- |
| **1st Referee** | | | **2nd Referee** | | |
| **Name:** |  | | **Name:** |  | |
| **Organisation Name & Address** | | | **Organisation Name & Address** | | |
|  | | |  | | |
| **Telephone No./Ext & Email Address** | | | **Telephone No./Ext & Email Address** | | |
|  | | |  | | |
| **Position Held:** | |  | **Position Held:** | |  |
| **Your work connection with this referee** | | | **Your work connection with this referee** | | |
|  | | |  | | |
| **If you were known by another name when employed please specify:** | | | **If you were known by another name when employed please specify:** | | |
|  | | |  | | |
| **Dates of employment to/from (if applicable)** | | | **Dates of employment to/from (if applicable)** | | |
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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 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.

Kerry ETB 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 Kerry ETB is obliged to comply with the terms of current DES Circular Letters.

Kerry ETB’s policy is that all newly appointed teachers and support staff will be vetted via An Garda Siochana and that the outcome of the vetting will be considered in the light of the Kerry ETB’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**

* 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.

Before signing this form, please ensure that you have replied fully to all questions asked.

**Signed ­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date ­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Completed application forms will only be accepted via email (**[**jobs@kerryetb.ie**](mailto:jobs@kerryetb.ie)**)**

**No C.V.’s only official application form will be accepted.**

**Garda Vetting of successful candidates will take place prior to offer of employment.**

Canvassing will automatically disqualify. Shortlisting of applicants may take place.

###### Kerry Education & Training Board is an equal opportunities employer

**For Employer Use Only:**

Application received by closing date Yes No

Teaching Council Registration Yes No

Post-Primary Teacher Qualification(s) as per DES Guidelines Yes No

Minimum of 5 year’s whole-time satisfactory teaching service or its equivalent Yes No

A Qualification in Post Primary Teacher Education or equivalent Yes No

**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. Leader of Teaching and Learning, Leader of 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.