

**APPLICATION FORM FOR PRIMARY DEPUTY PRINCIPALSHIP**

**DELETION OF ANY FIELD WILL INVALIDATE THIS APPLICATION**

<b>Position</b>	<b>Name and Address of School</b>	<b>School Roll Number</b>
Deputy Principal	Billis National School, New Inns Ballyjamesduff, Co Cavan	120990

**APPLICANT'S PERSONAL DETAILS**

<b>Name (as per Teaching Council Register)</b>			
<b>Correspondence Address</b>		<b>Mobile Phone No</b>	
Address Line 1:			
Address Line 2:		<b>Landline No.</b>	
Address Line 3:		<b>E-mail Address</b> <i>(Please print clearly if completing in handwritten format)</i>	
Eircode:			
<b>Total length of accredited service as a primary teacher in Ireland</b>		<b>Total length of accredited service as a primary teacher in other jurisdictions</b>	

**QUALIFICATION TO TEACH AT PRIMARY LEVEL**

<b>Qualification(s)</b>	<b>Awarding University, College or Institute</b>	<b>Final results received: Day/Month/Year</b>

**APPLICATION FORM FOR PRIMARY DEPUTY PRINCIPALSHIP**

**DETAILS OF ACADEMIC QUALIFICATIONS – MOST RECENT FIRST**

INCLUDE UNDER-GRADUATE & POST-GRADUATE QUALIFICATIONS. THE SUCCESSFUL CANDIDATE WILL BE ASKED TO PRESENT ORIGINAL DOCUMENTS

Qualification	Awarding University, College or Institute	Length of Course	Final results received: Day/Month/Year

**TEACHING EXPERIENCE - MOST RECENT FIRST (IF NECESSARY EXPAND THE SECTION OR USE ADDITIONAL PAGES IF COMPLETING IN HANDWRITTEN FORMAT).**

School Name & Address	Dates of service in the school	Position(s) held	Dates
			From: To:
			From: To:
			From: To:
			From: To:
			From: To:

**LEADERSHIP AND MANAGEMENT/POST(S) OF RESPONSIBILITY HELD (IF ANY) – MOST RECENT FIRST**

School Name	Address	Position(s) held	Dates
			From: To:
			From: To:
			From: To:
			From: To:

**APPLICATION FORM FOR PRIMARY DEPUTY PRINCIPALSHIP**

<b>OTHER RELEVANT EMPLOYMENT EXPERIENCE - MOST RECENT FIRST</b>			
<b>Employer/Project</b>	<b>Position</b>	<b>Duties</b>	<b>Dates</b>
			From: To:
			From: To:
			From: To:

<b>ADDITIONAL QUALIFICATIONS E.G. ICT, SEN, CERTIFICATE TO TEACH RELIGION (WHERE APPLICABLE)</b>			
<b>College(s)</b>	<b>Qualification</b>	<b>Year of Award</b>	<b>Modules Studied</b>

<b>OTHER RELEVANT, NON-ACCREDITED COURSES – MOST RECENT FIRST:</b>		
<b>Course Provider</b>	<b>Duration and Year of Study</b>	<b>Modules Studied</b>

<b>AREAS OF SPECIAL INTEREST – CURRICULAR /OTHER</b>	
<b>Area</b>	<b>Expertise/Experience</b>

## APPLICATION FORM FOR PRIMARY DEPUTY PRINCIPALSHIP

### LEADERSHIP AND MANAGEMENT FRAMEWORK

The Quality Framework for Leadership and Management in Irish schools, set out in *LOOKING AT OUR SCHOOLS 2016 - a Quality Framework*, provides a common understanding and language around the organisation and practice of leadership and management roles in Irish schools. It identifies the key leadership and management areas in a school (domains), namely:

- Leading Teaching and Learning
- Managing the Organisation
- Leading School Development
- Developing Leadership Capacity

These domains are then further divided into various content *standards* for each domain.

### GUIDANCE FOR THE COMPLETION OF THE FOLLOWING COMPETENCY SECTION

Under each competency heading, please describe some of your personal achievements that demonstrate the necessary skills and qualities required for the position of School Principal/Deputy Principal. Please illustrate with examples.

Boxes may be expanded as required.

#### COMPETENCY/DOMAIN 1: LEADING TEACHING AND LEARNING

##### **School leaders:**

- promote a culture of improvement, collaboration, innovation and creativity in learning, teaching and assessment
- foster a commitment to inclusion, equality of opportunity and the holistic development of each pupil
- manage the planning and implementation of the school curriculum
- foster teacher professional development that enriches teachers' and pupils' learning

Summarise your experience/key achievements to date under this criterion. Please illustrate with examples which effectively demonstrate your competency under this domain.

#### COMPETENCY/DOMAIN 2: MANAGING THE ORGANISATION

##### **School leaders:**

**APPLICATION FORM FOR PRIMARY DEPUTY PRINCIPALSHIP**

- establish an orderly, secure and healthy learning environment, and maintain it through effective communication
- manage the school's human, physical and financial resources so as to create and maintain a learning organisation
- manage challenging and complex situations in a manner that demonstrates equality, fairness and justice
- develop and implement a system to promote professional responsibility and accountability

Summarise your experience/key achievements to date under this criterion. Please illustrate with examples which effectively demonstrate your competency under this domain.

**APPLICATION FORM FOR PRIMARY DEPUTY PRINCIPALSHIP**

**COMPETENCY/DOMAIN 3: LEADING SCHOOL DEVELOPMENT**

***School leaders:***

- communicate the guiding vision for the school and lead its realisation in the context of the school's characteristic spirit
- lead the school's engagement in a continuous process of self-evaluation
- build and maintain relationships with parents, with other schools, and with the wider community
- manage, lead and mediate change to respond to the evolving needs of the school and to changes in education

Summarise your experience/key achievements to date under this criterion. Please illustrate with examples which effectively demonstrate your competency under this domain.

**Domain Four: Developing leadership capacity**

***School leaders:***

## APPLICATION FORM FOR PRIMARY DEPUTY PRINCIPALSHIP

- critique their practice as leaders and develop their understanding of effective and sustainable leadership
- empower staff to take on and carry out leadership roles
- promote and facilitate the development of pupil voice, pupil participation, and pupil leadership
- build professional networks with other school leaders

Summarise your experience/key achievements to date under this criterion. Please illustrate with examples which effectively demonstrate your competency under this domain.

### **Personal Statement**

Please use this section to provide further information in support of your application for Principal/Deputy Principal in this school. [Max. 250 words]

**APPLICATION FORM FOR PRIMARY DEPUTY PRINCIPALSHIP**

**Signature** \_\_\_\_\_

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