

Role and Responsibilities of the Deputy Principal in St. Molaga's S.N.S. as they relate to the four domains of leadership and management as outlined in Circular 70/2018**Domain One: Leading Teaching and Learning.****The Deputy Principal:**

- Lead the planning and implementation for Religion and other assigned curricular areas as required,
- Lead the development, implementation and monitoring of the Digital Strategy, related policies and professional development.
- Co-ordinate Special Education provision including timetables, roles and responsibilities, resources, continuing professional development and monitor progression of SEN pupils through the school.

Domain Two: Managing the organisation**The Deputy Principal:**

- Manage Health & Safety and First Aid co-ordination, monitoring, resources and CPD. Manage and maintain records and plans for pupils with additional medical needs.
- Manage and coordinate IT grant, IT resources/infrastructure, development and maintenance of school website/blog and have responsibility for assistive technology policy, Internet/Social media acceptable use policy and related resources.
- Manage and organise attendance records and school registers.
- Promote excellent attendance, monitor and report on attendance and work closely with families, pupils and the relevant support organisations to support pupils' attendance.
- Co-ordination and management of Special Education will include overseeing and ensuring completion of relevant timetables, SEN records for teachers, SNAs and pupils.
- Management and organisation of playground supervision rosters.
- Liaison with junior school in relation to school closures and transfer of pupils to third class

Domain Three: Leading school development**The Deputy Principal:**

- Continue to uphold and develop the school's ethos and religion and lead the school to evolve and develop in our community.
- Lead School Self Evaluation and the ongoing engagement of the staff and pupils in SSE as well as managing, leading and mediating change to respond to the evolving needs of the school and to changes in education.

Domain Four: Developing leadership capacity**The Deputy Principal:**

- Review and reflect on their role and its development,
- Develop leadership capacity of all staff,
- Liaise with student council and other student groups/committees
- Build professional networks with other school leaders through involvement in leadership organisations, network groups and professional development opportunities.

The Deputy Principal occupies a position of vital importance within the senior leadership team in a school. Shared leadership requires openness and willingness on the part of Principals and Deputy Principals, to share and to distribute leadership and management responsibilities in a manner that encourages and supports partnership. The Deputy Principal co-operates with the Principal in the fulfilment of the Principal's role and acts or deputises as the Principal in the Principal's absence. Acting as Principal does not confer automatic right of succession to principalship.

APPLICATION FORM FOR PRIMARY DEPUTY PRINCIPALSHIP

DELETION OF ANY FIELD WILL INVALIDATE THIS APPLICATION

Applicants, please note:

- 1 If the advertisement states that electronic applications will be accepted, the Application Form should be emailed to the dedicated email address provided in the advertisement and only to that address.

If applications are required to be submitted by post, the Application Form must be sent to the Chairperson's address as specified in the advertisement.

- 2 The completed form must arrive at the dedicated email address/specified postal address on or before the date and time stated in the advertisement. Late applications will neither be accepted nor considered.
- 3 Canvassing will disqualify.
- 4 If completing this form in handwriting, please use **black ink**.
- 5 **DO NOT**
 - enclose/attach a separate letter of application or
 - enclose/attach a Curriculum Vitae or
 - enclose/attach any certificates.

The successful candidate will be required to present original documents in relation to teaching/other qualifications prior to appointment.

For office use only	Received by:	Date:	Time:
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APPLICANT'S PERSONAL DETAILS			
Name (as per Teaching Council Register)			
Correspondence Address	Mobile Phone No		
	Landline No.		
	E-mail Address <i>(Please print clearly if completing in handwritten format)</i>		
Total length of accredited service as a primary teacher in Ireland		Total length of accredited service as a primary teacher in other jurisdictions	
QUALIFICATION TO TEACH AT PRIMARY LEVEL			
Qualification(s)	Awarding University, College or Institute	Final results received: Day/Month/Year	
TEACHING COUNCIL REGISTRATION			
Registration Number: _____			
Registered under Regulation (please tick as appropriate):			
Regulation 2 (Primary)		<input type="checkbox"/>	
Regulation 3 (Montessori and Other Categories)		<input type="checkbox"/>	
Regulation 4 (Post-primary)		<input type="checkbox"/>	
Regulation 5 (Further Education)		<input type="checkbox"/>	
Registration Status: Full <input type="checkbox"/> Conditional <input type="checkbox"/>			
<i>If conditional, please state the condition(s) and the date by which each condition must be met:</i>			
Condition 1: _____ Expiry Date: _____			
Condition 2: _____ Expiry Date: _____			
Condition 3: _____ Expiry Date: _____			
Pending: <i>If pending, please state the date of submission of application:</i> _____			
Have you completed the registration condition of Probation? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes in what setting? Mainstream <input type="checkbox"/> Restricted <input type="checkbox"/>			

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:

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:

All information provided in this form is confidential to the Selection Board

ADDITIONAL QUALIFICATIONS E.G. ICT, SEN, CERTIFICATE TO TEACH RELIGION (IF APPLICABLE)			
College(s)	Qualification	Year of Award	Modules Studied

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

PLEASE PROVIDE A BROAD OVERVIEW OF YOUR EXPERIENCE OR KNOWLEDGE OF THE ROLE OF MANAGEMENT IN A SCHOOL CONTEXT (150 WORDS APPROX.)

PLEASE OUTLINE ANY PREPARATION YOU HAVE UNDERTAKEN WITHIN THE LAST FIVE YEARS TO PREPARE YOU FOR DEPUTY PRINCIPALSHIP (PROFESSIONAL DEVELOPMENT / IN-SERVICE OR OTHER FORMS OF PREPARATION) (150 WORDS APPROX.)

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DESCRIBE WHAT YOU BELIEVE TO BE THE CHARACTERISTICS OF AN EFFECTIVE SCHOOL

DESCRIBE WHAT YOU BELIEVE TO BE THE CHARACTERISTICS OF AN EFFECTIVE DEPUTY PRINCIPAL

WHAT IS YOUR PERSONAL VISION FOR THE ROLE OF DEPUTY PRINCIPAL IN A SCHOOL?

WHAT STRENGTHS OR QUALITIES WOULD YOU BRING TO THIS PARTICULAR POST?

WHAT DO YOU REGARD AS THE KEY ISSUES IN EDUCATION AND HOW DO THESE IMPACT ON THE ROLE OF DEPUTY PRINCIPAL?

WHY HAVE YOU APPLIED TO BECOME DEPUTY PRINCIPAL OF THIS PARTICULAR SCHOOL?

AREAS OF SPECIAL INTEREST – CURRICULAR /OTHER	
Area	Expertise/Experience

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

ADDITIONAL INFORMATION (NOT ALREADY MENTIONED) TO SUPPORT YOUR APPLICATION.

All information provided in this form is confidential to the Selection Board

NAMES & CONTACT DETAILS OF REFEREES*			
Reference 1		Reference 2	
Name		Name	
Role		Role	
Address		Address	
Work Tel Number		Work Tel Number	
Home Tel Number		Home Tel Number	
Mobile Number		Mobile Number	
Reference 3		Reference 4	
Name		Name	
Role		Role	
Address		Address	
Work Tel Number		Work Tel Number	
Home Tel Number		Home Tel Number	
Mobile Number		Mobile Number	

***Please Note:**

1. Only those referees who know you in a professional capacity should be included. At least three names should be provided.
2. Close relatives and friends **should not** be listed as referees.
3. As it is probable that referees will have to be contacted outside of school times, it is crucial that phone numbers (preferably mobile numbers) outside of working hours, are given.
4. If the current employer (*where applicable*) is not named as a referee, the Selection Board reserves the right to seek a reference from the current employer.
5. The Selection Board in its sole discretion will determine the suitability of any reference. The Selection Board further reserves the right to seek from a candidate the names of additional referees.

I hereby declare that all the particulars furnished on this application form are true and correct to the best of my knowledge and that I am aware of the qualifications, requirements and particulars for this post, as set out in the advertisement and other relevant documentation.

Signature _____

Date _____

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