

## APPLICATION FORM FOR PRIMARY PRINCIPALSHIP

Please tick which post you want to be considered for

**BROADMEADOW COMMUNITY NATIONAL SCHOOL**

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 Human Resources Department Dublin and Dun Laoghaire ETB.

- 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 The application form must be **TYPED**. Handwritten forms will not be accepted. All questions must be answered. Do not change the question numbers or sequence. Boxes may be expanded as required – please comply with maximum word count requirements.
- 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.

## 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.

**APPLICANT'S PERSONAL DETAILS**

<b>Name (as per Teaching Council Register)</b>			
<b>Correspondence Address</b>	<b>Mobile Phone No</b>		
	<b>Landline No.</b>		
	<b>E-mail Address</b>		
<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>	

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

<b>Qualification(s)</b>	<b>Awarding University, College or Institute</b>	<b>Final results</b>	<b>Date</b>

**TEACHING COUNCIL REGISTRATION**

**Registration Number:** \_\_\_\_\_

**Registered under Regulation (please tick as appropriate):**

Regulation 2 (Primary)

Regulation 3 (Montessori and Other Categories)

Regulation 4 (Post-primary)

Regulation 5 (Further Education)

**Registration Status:** Full  Conditional

*If conditional, please state the condition(s) and the date by which each condition must be met:*

Condition 1: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Condition 2: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Condition 3: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**Pending:** *If pending, please state the date of submission of application:* \_\_\_\_\_

**Have you completed the registration condition of Probation?** Yes  No

**If yes in what setting?** Mainstream  Restricted

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?  No

Are you registered with the Teaching Council? Yes  No

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

Please note that the successful candidate will be paid by the DES and will have to fulfill the DES conditions which include registration with The Teaching Council.

**1. PRESENT POSITION**

<b>Please give details of your current position:</b>		
<b>Organisation:</b>	<b>Location:</b>	<b>Job Title:</b>
<b>How much notice do you need to give your current employer?</b>		

<b>TEACHING EXPERIENCE - MOST RECENT FIRST (IF NECESSARY EXPAND THE SECTION)</b>			
<b>School Name &amp; Address</b>	<b>Dates of service in the school</b>	<b>Position(s) held</b>	<b>Dates</b>
			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:

ADDITIONAL QUALIFICATIONS E.G. ICT, SEN, CERTIFICATE TO TEACH IN A MULTIDENOMINATIONAL CONTEXT			
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

ARE 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:

**THE ROLE AND FUNCTION OF PRINCIPAL**

A number of key competencies have been identified as being essential for the effective performance of the role and function of Principal.

These competencies include:

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

**Outline an example(s) on the following pages of how and where you have displayed each of these competencies (no more than 300 words per competency). The example(s) may be drawn from your experience in various settings including professional, social, sporting or voluntary.**

**Leader of Teaching and Learning**

Understands that high quality teaching and learning is the core business of a school and demonstrates the skills to act as the instructional leader. Demonstrates an ability to:

- 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.

**Managing the Organisation:**

Uses a range of resources, supports and processes to ensure the effective and efficient running of the school. Demonstrates an ability to:

- 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



**Leading School Development:**

Demonstrates the ability to take a broad and long-term view of the needs of the school's purpose and objectives. Demonstrates an ability to:

- 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.

**Developing Leadership Capacity:**

Demonstrates the willingness and ability to develop individuals and teams throughout the school community and delegate leadership within those teams. Demonstrates an ability to:

- critique staff 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

**WHAT IS YOUR UNDERSTANDING OF THE COMMUNITY NATIONAL SCHOOL MODEL? (150 WORDS MAX)**

**WHAT IS YOUR UNDERSTANDING OF THE EDUCATION AND TRAINING BOARDS (ETB) AND THE ROLE IT PLAYS IN SCHOOLS? (150 WORDS MAX)**

**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 Principal.

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 \_\_\_\_\_

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

Completed applications should be returned by post only to arrive no later than 4.00p.m. Monday 25<sup>th</sup> November 2019.

Ms. Marcella McDonogh  
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Dublin & Dun Laoghaire Education & Training Board  
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