



APPLICATION FORM
FOR THE POSITION OF
DEPUTY PRINCIPAL

The High School, Zion Road, Dublin 6

Name: _____

This form should be returned by EMAIL ONLY to recruitment@highschooldublin.com.

Please ensure that you sign the form.

Applications received after 12 noon on Friday 17 July will not be considered for processing.

You may include a letter of application, CV, and/or copies of relevant documentation to accompany this form if desired.

Do not change the question numbers or sequence.

All questions must be answered.

The Application Form should be completed in block capitals or typed in Arial font size 12.

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

The High School, Zion Road, Dublin 6

1. PERSONAL

1.1 Full Name:

1.2 Full Address:

Telephone:

Mobile Number:

Email:

1.3 Current position and where employed:

1.4 Do you have five years qualified teaching experience?

YES

NO

Place an X in
the relevant box

1.5 Are you registered with the Teaching Council?

YES

NO

Place an X in
the relevant box

If YES: Teaching Council Registration No:

If NO: Are you eligible for registration and willing to register?

YES

NO

Place an X in
the relevant box

If NO: Please give details:

2. QUALIFICATIONS

2.1 Primary Degrees/Diplomas

(a) Degrees (Pass/Hons):

University:

Year of Graduation:

Degree Subjects:

(b) Diplomas (Pass/Hons):

University:

Year:

2.2 Post Graduate Degrees/Diplomas (Pass/Hons):

Qualifications:

Institution:

Year of Entry:

Year of Graduation:

Subjects studied:

2.3 Other Relevant Qualifications (Pass/Hons):

3. PROFESSIONAL MANAGEMENT/LEADERSHIP DEVELOPMENT

- 3.1 List any management/leadership 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)

Name of Course	Name of Organisation/Institution running course	Duration	Date(s)

- 3.2 What key skills and knowledge have you developed as a result of these courses and courses listed in Section 2 above that are relevant to this post?

4. TEACHING AND OTHER RELEVANT EXPERIENCE

- 4.1 Employment (start with the most recent and work backwards). Please indicate whether the position was whole-time (w) or part-time (p).

Dates From	Dates To	Position (W or P)	School or other Institution	Responsibilities

- 4.2 Post(s) of Responsibility or Equivalent (start with the most recent and work backwards)

Dates From	Dates To	Position	School or other Institution	Responsibilities

- 4.3 Other relevant experience (start with the most recent and work backwards)

Dates From	Dates To	Position	Organisation	Responsibilities

- 4.4 Outline briefly your **three** greatest achievements with respect to the above responsibilities:
- 4.5 List, with outline dates, any extra-curricular activities in which you are or have been involved (start with the most recent and work backwards):
- 4.6 How have your experiences outlined above (4.1 to 4.5) prepared you for the role of Deputy Principal?

5. 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:

- Leadership in a Faith School
- Organisational and Administrative Skills
- Strategic Development and Management Competencies
- Relationship Management and Interpersonal Skills
- Self-awareness and Self-management Skills

Each competency is defined below and you are required to provide, under each competency area, an example of where you have displayed that competency. The example may be drawn from your practise in various settings including professional, social, sporting or voluntary experience.

- 5.1** ***Leadership in a Faith School** 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. It focuses on improving instruction to enable teachers to teach at their best and pupils to learn at their utmost. It fosters a climate of trust that motivates and inspires others to commit to ongoing development that will support the educational and spiritual goals/objectives of the school. It ensures that results are achieved in a caring and compassionate environment.*

Outline **ONE** example of how and where you have displayed this competency:

5.2 ***Organisational and Administrative Skills** use a range of system supports and processes to establish a systematic course of action for self and/or others to ensure successful outcomes. This involves setting priorities, goals, and timetables to ensure effective use of time and available resources.*

Outline **ONE** example of how and where you have displayed these skills:

5.3 ***Strategic Development and Management Competencies** exhibit skills which demonstrate the ability to take a broad and long term view of the needs of the school's purpose and objectives.*

Outline **ONE** example of how and where you have displayed these competencies:

- 5.4** ***Relationship Management and Interpersonal Skills** involve using a range of communication skills to build and sustain constructive and supportive relationships with all key partners particularly the Principal.*

Outline **ONE** example of how and where you have displayed these skills:

- 5.5** ***Self-awareness and Self-management skills** refer to the ability to accurately perform self-assessments and to keep one's disruptive emotions in check*

Outline **ONE** example of how and where you have displayed these skills:

6. CHALLENGES FACING SCHOOLS

6.1 What do you see as the main challenge facing faith schools today?

6.2 How will this challenge impact on the role of Deputy Principal?

7. PERSONAL VISION

7.1 Outline your personal vision of the role of Deputy Principal in this school:

7.2 How would your style of leadership contribute to the achievement of that vision?

8. CHARACTERISTIC SPIRIT

8.1 Outline briefly the ways you supported the characteristic spirit of the school(s) in which you have been employed:

8.2 Outline which aspect of The High School ethos statement you would particularly like to promote and why:

9. VETTING DECLARATION:

If this section is not completed, your application will not be considered for processing.

9.1 Have you been investigated by the Gardaí, HSE, or your employer in relation to substantiated complaints made concerning your treatment of children?

YES

NO

Place an X in the relevant box

9.2 Were you the subject of any allegation of criminal conduct or wrongdoing towards a minor?

YES

NO

Place an X in the relevant box

9.3 Are you aware of any material circumstance in respect of your own conduct which touched/touches on the welfare of a minor?

YES

NO

Place an X in the relevant box

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 you being recommended for appointment to this position the Board is obliged to comply with the terms of current DES Circular Letters.

The Board'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, Deputy Principal, and 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. SCHOOL ETHOS

The Board wishes to declare that all applications for this position are accepted on the understanding that the candidate has read and supports the ethos of The High School as published on its website. It is thereby understood that successful candidates for the position of Deputy Principal are prepared to accept and support the philosophy and ethos of The High School throughout their appointment.

11. REFERENCES

Please supply the names and contact details of three professional referees. In addition, references may be sought from your present/former Principals/Managers and/or Chairpersons if not listed below.

11.1 Professional Referee

Name:

Address:

Telephone/ Mobile:

Email:

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

11.2 Professional Referee

Name:

Address:

Telephone/ Mobile:

Email:

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

11.3 Professional Referee

Name:

Address:

Telephone/ Mobile:

Email:

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

12. UNDERTAKING

I hereby certify to the Board of The High School that the information provided herewith is true and correct.

Signature of Applicant:

Date:

N.B.

- ◆ *The Selection Committee may contact the above named for references.*
- ◆ *Short-listing of candidates may take place.*
- ◆ *Candidates may be called for more than one interview.*

Data Protection: All personal information provided on this application form will be stored securely by The High 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 school authorities.

The High School is an equal opportunities employer.