



APPLICATION FORM FOR ADMINISTRATIVE PRINCIPAL

Applicants, please note:

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

The completed Application Form must arrive at the specified postal address on or before the date and time stated in the advertisement. Late applications will neither be accepted nor considered.

Canvassing will disqualify.

If completing this Application Form in handwriting, please use black ink. The text boxes contained within this application should be expanded to accommodate responses, if required.

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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Barefield National School

Job Description & Person Specification

Job Title:	Administrative Principal
Responsible To:	The Board of Management
Job Purpose:	To provide professional leadership and management of the school, its pupils, its staff and its premises, which will provide a secure foundation from which to achieve high standards in all areas of the school's work.

Key Priorities

The role of the Principal Teacher is to provide professional leadership and management of the school promoting and supporting the achievement of the highest possible standards in all areas of the school's work. The Principal Teacher will be responsible for:

- the day to day management, organisation and administration of the school
- leadership, good management and strategic direction of all school staff
- curriculum development
- contributing to the development of school policies e.g. code of behaviour, enrolment policy, etc.
- implementation of whole school policies
- management and guidance of colleagues
- efficient deployment of resources
- working effectively with the school's Board of Management
- promoting excellence, equality and high expectations for all pupils
- assisting in the recruitment of staff of the highest quality
- communicating with all key stakeholders
- promoting the school within the local community

Key Responsibilities

1. Leadership, management and strategic direction of colleagues:

It is expected that the principal teacher will:

- Have direct line management responsibility for allocating teaching and support staff

- Ensure effective planning, allocation, support and evaluation of work undertaken by individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Review and identify CPD needs and provide opportunities for growth.
- Put in place effective team communication mechanisms to ensure that all staff are involved in the school development plan and kept informed of key priorities and developments.
- Manage delegated budgets.
- Assume appropriate responsibility for health and safety, child safety and protection
- Assist the BoM with the recruitment and selection of staff.
- Assist with discipline and grievance procedures for staff.

2. Curriculum development and quality assurance

It is expected that the principal teacher will:

- Manage the development of the curriculum
- Monitor and evaluate learning and teaching in the school
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Demonstrate and articulate high expectations and set challenging and appropriate targets for the whole school community.

3. Working with partners/the community

It is expected that the principal teacher will:

- Actively promote the school as a centre of excellence for education to families in the local community.
- Promoting and providing extra-curricular activities.
- Work in partnership with other agencies in providing for academic, spiritual, social, emotional and cultural well being of pupils.
- Co-operate and work with relevant agencies in the protection of children.
- Ensure that the school promotes effective links with the local community and develops relationships with other local primary and secondary schools.
- Work closely with parents and carers.

4. Manage systems and resources

It is expected that the principal teacher will:

- Implement the BoMs identified priorities for expenditure, allocate funds and ensure systems are in place for the effective administration and control of school budgets.
- Manage and oversee accurate and efficient budgeting procedures and the keeping of detailed records, accounts and statements within agreed financial regulations.
- Manage and organise the accommodation effectively and efficiently to ensure that all school buildings meet the needs of the curriculum and health and safety regulations.
- Complete all Department of Education & Science Returns.

5. Whole school policy development and implementation

It is expected that the principal teacher will:

- In consultation with the BoM assist in the development of policies necessitated by legislation, national agreements or DES directives.
- Manage the implementation of all school policies.

6. Accountability

The principal teacher will:

- Provide information, advice and support to the BoM to enable it to meet its responsibilities for: securing effective teaching and learning; excellent standards of work, commitment and achievement; and efficient administration of school budget.
- Report to the BoM on the discharge of the Principal Teacher's duties and matters pertaining to management and administration of the school.
- Create and develop an organisational culture in which all stakeholders have a significant input in the success of the school.
- Ensure that all stakeholders are informed with regard to the school's mission/vision, priorities, curriculum and pupils' attainment and progress.
- Actively maintain a thorough understanding of the statutory framework for education and the legal framework that underpins school management.

- Regularly review own practice, set personal targets and take responsibility for his/her own professional development. Exercise responsibility for ensuring that all new employees are properly inducted in the school's policies and procedures, specifically those relating to safeguarding children.

1. PERSONAL DETAILS AND QUALIFICATIONS

APPLICANT'S PERSONAL DETAILS

Name (<i>as per Teaching Council Register</i>)			
Correspondence Address	Mobile Phone No.		
	Landline No.		
	E-mail Address <i>(Please print clearly if completing in handwritten form)</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 achieved: Day/Month/Year

QUALIFICATION TO TEACH RELIGIOUS EDUCATION IN A CATHOLIC PRIMARY SCHOOL

Qualification(s)	Awarding University, College or Institute	Final results achieved: Day/Month/Year

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)
- Full Registration with the Teaching Council Yes No

Applicants must have full registration with the Teaching Council

DETAILS OF ACADEMIC QUALIFICATIONS (MOST RECENT FIRST)

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

Qualification	Awarding University, College or Institute	Duration of Course	Final Results Received	Dates

AREAS OF SPECIAL INTEREST – CURRICULAR / OTHER

Area	Details

LIST THE CONTINUOUS PROFESSIONAL DEVELOPMENT YOU HAVE UNDERTAKEN IN THE LAST THREE YEARS.

DESCRIBE HOW YOU HAVE USED THESE CONTINUOUS PROFESSIONAL DEVELOPMENTS (CPDS) IN THE LAST THREE YEARS IN THE SCHOOL IN WHICH YOU HAVE BEEN EMPLOYED (NO MORE THAN 250 WORDS)

2. EXPERIENCE

TEACHING EXPERIENCE (MOST RECENT FIRST)

Role/Position	Responsibilities	School Name and Address	Dates

PLEASE PROVIDE A BROAD OVERVIEW OF YOUR EXPERIENCE OF LEADING LEARNING AND TEACHING IN A PRIMARY SCHOOL CONTEXT (NO MORE THAN 250 WORDS)

PLEASE PROVIDE A BROAD OVERVIEW OF YOUR INVOLVEMENT IN MANAGING THE SCHOOL AS AN ORGANISATION (NO MORE THAN 250 WORDS)

PLEASE OUTLINE AND BRIEFLY DESCRIBE YOUR THREE GREATEST ACHIEVEMENTS IN TERMS OF LEADING SCHOOL DEVELOPMENT (NO MORE THAN 250 WORDS)

IN THE LAST FIVE YEARS, DESCRIBE HOW YOU DEVELOP LEADERSHIP CAPACITY AMONGST YOUR COLLEAGUES (NO MORE THAN 250 WORDS)

3. KNOWLEDGE AND UNDERSTANDING

PLEASE PROVIDE AN OVERVIEW OF YOUR KNOWLEDGE AND UNDERSTANDING AS IT RELATES TO THE ROLE OF PRINCIPAL (NO MORE THAN 250 WORDS)

WHAT DO YOU REGARD AS THE CURRENT KEY ISSUES IN PRIMARY EDUCATION AND HOW DO THESE IMPACT ON THE ROLES OF THE PRINCIPAL? (NO MORE THAN 250 WORDS)

4. PROFESSIONAL SKILLS, COMPETENCIES AND ABILITIES

WHAT PROFESSIONAL STRENGTHS WOULD YOU BRING TO THIS PARTICULAR POSITION? (NO MORE THAN 150 WORDS)

DESCRIBE HOW YOU HAVE DEMONSTRATED THESE PROFESSIONAL STRENGTHS IN A SCHOOL CONTEXT? (NO MORE THAN 150 WORDS)

5. PERSONAL ATTRIBUTES AND VISION

WHAT PERSONAL QUALITIES WOULD YOU BRING TO THIS PARTICULAR ROLE? (NO MORE THAN 150 WORDS)

DESCRIBE HOW YOU HAVE DEMONSTRATED THESE PERSONAL QUALITIES IN A SCHOOL CONTEXT (NO MORE THAN 150 WORDS)

WHAT IS YOUR PERSONAL VISION FOR THE ROLE OF PRINCIPAL OF THIS SCHOOL? (NO MORE THAN 250 WORDS)

WHY HAVE YOU APPLIED TO BECOME PRINCIPAL OF THIS PARTICULAR SCHOOL? (NO MORE THAN 250 WORDS)

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

NAMES & CONTACT DETAILS OF REFEREES*			
Reference 1		Reference 2	
Name		Name	
Role		Role	
Address		Address	
Work Telephone No.		Work Telephone No.	
Home Telephone No.		Home Telephone No.	
Mobile Number		Mobile Number	
Reference 3		Reference 4	
Name		Name	
Role		Role	
Address		Address	
Work Telephone No.		Work Telephone No.	
Home Telephone No.		Home Telephone No.	
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: _____