

APPLICATION FORM
FOR POST OF
Deputy Principal

ETSS Wicklow
Crinion Park
Wicklow Town
Co. Wicklow

Name of Applicant: _____

This form must be returned by email to:

applications2021@etsswicklow.ie

Applications received after 15.30 noon on Friday
28 May 2021 will not be considered for processing.

Proposed Date for Interviews:

During first two weeks of June

This form must be digitally signed.

All questions must be answered.

Do not change the question numbers or
sequence.

The Application Form should be typed in
Arial font size 12.

The total number of pages (including this
cover sheet, but EXCLUDING the checklist
and the notes pages) should not exceed 18.

No letter of application or CV should
accompany this form.

1. Personal

Full Name:

Full Address:

Telephone:

Mobile Number:

Email:

Present Position and where employed:

Do you have five years qualified teaching experience as per Circular 04/98

YES

NO

Place an X in the relevant box

Teaching Council Registration No:

If you have no registration number, are you eligible for registration and willing to register?

YES

NO

Place an X in the relevant box

If No: Please give details:

[Please note that the successful candidate will be paid by the Department of Education (DE) and will have to fulfil DE conditions, which include registration with the Teaching Council.]

2. QUALIFICATIONS

Institution:	Primary Degrees/Diplomas Subjects	Degrees (Pass/Hons):	Year of Graduation:

2. Qualifications Cont'd.

Post Graduate Degrees/Diplomas

Institution:	Qualification Subjects Studied	Pass or Hons or N/A	Year of Entry:	Year of Graduation:

Other Relevant Qualifications: (Pass/Hons):

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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

For all the following sections please start with the most recent and work backwards and leave no gaps in 4.1.

4.1 Employment: Please indicate whether the position was wholetime (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: Please indicate if the post was Department paid (DE) school paid (SP) or voluntary (V).

Dates From	Dates To	Position P, DP, API, APII, PC, DE, SP or V*	School or other Institution	Responsibilities

*P = Principal, DP = Deputy Principal, API = Assistant Principal I Post; APII = Assistant Principal II post; PC= Programme Coordinator.

DE = Department paid; SP = School-paid post; V= Voluntary post.

4.3 List, with outline dates, any extra-curricular activities in which you are or have been involved:

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4.4 Other Relevant Experience (i.e. Social/Business)

Dates From	Dates To	Position	Organisation	Responsibilities

4.5 Outline briefly your three greatest achievements with respect to the above:

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4.6 What aspects of your recent experience, previously outlined in section 4, have prepared you for the role of Deputy Principal at ETSS Wicklow?

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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 the Deputy Principal:

- ***Living the Educate Together Ethos***
- ***Leading Learning and Teaching***
- ***Building Strong Relationships***
- ***Managing the Organisation***
- ***Excellent Communication Skills***
- ***Solving Problems and Making Good Decisions***

When required to provide an example of where you have displayed a particular competency, your example may be drawn from your experience in various settings including professional, social, sporting or voluntary. For each example include the following:

- a) the nature of the task, problem or objective*
- b) what you did and how you demonstrated the skill or quality relevant to the specific domain (and, where appropriate, the date you demonstrated it)*
- c) the outcome or result of the situation.*

To demonstrate the breadth of your experience, it is advisable not to use the same example to illustrate your answer to more than two of the criteria.

5.1 LIVING THE EDUCATE TOGETHER ETHOS

Outline TWO examples of how your past experience has prepared you to live the Educate Together Ethos in the role of Deputy Principal (max. 250 words)

5.2 LEADING LEARNING AND TEACHING

Outline ONE example of how and where you have led, or played a leading role, in a collaborative initiative to improve teaching and learning (max. 250 words)

5.3 BUILDING STRONG RELATIONSHIPS

(a) Outline ONE example of how you successfully managed a challenging situation involving another adult in a manner that demonstrated leadership skills (max. 150 words)

(b) Outline ONE example of how and where you generated buy-in from staff in order to achieve a specific goal (max. 150 words)

5.4 MANAGING THE ORGANISATION

Outline ONE example of how and where you have developed a system that improved the management of the school (max. 250 words)

5.5 EXCELLENT COMMUNICATION SKILLS

Outline ONE example of how and where you have shown excellent communication skills (max. 250 words)

5.6 SOLVING PROBLEMS AND MAKING GOOD DECISIONS

(a) Outline ONE example of when you solved a problem involving a member or members of the school community (max. 150 words)

(b) Outline ONE example of how and where you have demonstrated an ability to manage your emotions effectively in a stressful situation, responding appropriately to your own emotions and to the emotions of others (max. 150 words)

6. Characteristic Spirit

6. Outline what initiatives you would lead to promote and champion the characteristic spirit of ETSS Wicklow as expressed in the Educate Together Charter (max. 250 words)

7. Personal Statement

Provide below a personal statement (not exceeding 250 words) setting out why you believe you are the right person for the position of Deputy Principal at ETSS Wicklow.

8. School Ethos

The Board of Management wishes to declare that all applications are accepted on the understanding that the candidate has read and supports the school's ethos as outlined in the accompanying documents (Blueprint and Charter) and is prepared to accept the role of Deputy Principal as described in these documents.

Please note that additional information about the school, including its ethos and educational philosophy, is available on the school website.

9. References

Please supply the names and contact details of three referees who know you in a professional capacity and whom you consent to being contacted by a member of the Selection Committee for professional reference purposes as part of this recruitment process. The references may also be used to check the accuracy of statements made by you in the application form and/or at interview.

Some or all of the referees will be contacted by a nominated Selection Committee member either

(a) after shortlisting and before the interviews, or

(b) as soon as possible after the interviews have been completed if you are deemed to have scored sufficient marks at interview to be considered an appointable candidate.

In either case the references obtained will only be shared with the other members of the Selection Committee in the event that you are deemed to have scored sufficient marks at interview to be considered an appointable candidate.

If you are called for interview you are asked to ensure that the referees below will be available to take a telephone call around the proposed date(s) of the interviews.

11.1 Professional Referee 1

Name:

Address:

Telephone/ Mobile:

E-mail:

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

11.2 Professional Referee 2

Name:

Address:

Telephone/ Mobile:

Email:

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

11.3 Professional Referee 3

Name:

Address:

Telephone/ Mobile:

Email:

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

10. Undertaking

I certify to the Board of Management that the information provided herewith is true and correct.

I understand that, if nominated for appointment, an offer of employment shall be conditional on all vetting and child protection requirements being satisfied under relevant legislation and Department of Education and Skills guidelines and circulars.

I understand that, if nominated for appointment, I may be required to produce the original certificates of qualifications to the Chairperson of the Board of Management.

Signature of Applicant: Date:

These pages may be detached from the completed Application Form

Data Protection

Data Protection: All personal information provided on this application form will be processed in a confidential and secure manner for the purpose of the recruitment process. Application forms will be retained for a period of 18 months after the formal announcement of appointment of the successful candidate to the post and in the case of a successful candidate for the duration of his or her employment and for seven years thereafter. The information will not be disclosed to a third party without your consent save where provided for by law or where such processing is necessary to comply with the school's legal obligations. 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 your personal data, please contact the chairperson of the Board of Management.

Interview Selection Criteria

The following selection criteria will apply to the interview process:

- o Living the Educate Together Ethos***
- o Leading Learning and Teaching***
- o Building Strong Relationships***
- o Managing the Organisation***
- o Excellent Communication Skills***
- o Solving Problems and Making Good Decisions***

Additional Notes

- ◆ *The Board of Management is an equal opportunities employer.*
- ◆ *Short-listing of candidates may take place.*
- ◆ *Canvassing will disqualify.*
- ◆ *Any offer of employment is conditional on the vetting of the prospective appointee by the National Vetting Bureau, pursuant to the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016, to the satisfaction of the Board of Management.*
- ◆ *In addition, the prospective appointee shall be required to complete a child protection related Statutory Declaration and Form of Undertaking and to provide same to the Board of Management prior to taking up the position.*
- ◆ *The successful candidate will only be paid by the Department of Education (DE) if he/she fulfils the DE conditions, which include specific registration with the Teaching Council for the Voluntary Secondary School sector.*

Checklist for Applicants

- Have you digitally signed the form?
- Is your name on the front cover?
- Are all questions answered?
- Are questions in the original sequence?
- Are answers typed Arial font size 12?
- Is the total number of pages (including the cover sheet) 18 or less?
- Have you checked on the Teaching Council website that you are registered to teach in the Voluntary Secondary School sector?