Castleknock Educate Together National School

Advertisement for Deputy Principal

**The Board of Management of Castleknock Educate Together National School
(Uimhir Rolla 20098I) wishes to advertise the role of Deputy Principal**

- This appointment is being made under the terms of Circular 0044/2019.

- This appointment is being advertised both internally and through open competition, see note below regarding eligibility.

- The post holder will be a member of the school's leadership and management team (ISM).

- The appointment will commence on October 15th 2022.

- Please see attached some of the **Roles and Responsibilities** for the post. These are based on the Leadership and Management Needs and Priorities as identified by the Board of Management, following consultation and using the Leadership Framework set out in Circular 0044/2019.

- The roles and responsibilities are subject to change after review according to the procedures set out in Circular 0044/2019.

Letters of application along with the attached application form should be sent by email only to cetnsrecruitment@gmail.com for the attention of:

Chairperson Board of Management, Castleknock Educate Together National School

Date of Posting of position: September 20th 2022
Closing Date for Applications: **Octo**ber 5th 2022

Note:
- Teachers who are in a Permanent or Temporary Position and registered with the Teaching Council may apply.
- Teachers who are on approved leave, such as sick leave, maternity leave, parental leave or career break are eligible to apply for this position.

Roles & Responsibilities

Circular 0044/2019

1.1 In accordance with Section 22 of the Education Act, 1998, and Section 23 of the Education (Amendment) Act 2012, the Principal provides leadership to teachers, other staff and to the pupils and the wider school community. The Principal has overall responsibility, under the direction of the Board of Management/ETB, as appropriate, for the day-to-day management of the school. The Principal has responsibility for the internal organisation of the school, including the assignment of roles and responsibilities to members of the teaching and non-teaching staff delegated in Community National Schools by the Chief Executive. The Principal submits to the Board of Management/ETB, as appropriate, all such statements and reports affecting the conduct of the school as the Board of Management/ETB, requires.

1.2 While the Principal is ultimately responsible to the Board of Management/ETB, as appropriate, for the leadership and management of the school, 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.

DELETION OF ANY FIELD WILL INVALIDATE THIS APPLICATION

Position Advertised, i.e.	Name and Address of School	School Roll Number
Deputy Principal		

Applicants, please note:

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

    If the advertisement states that applications are required to be submitted <u>by post</u>, this Application Form must be sent to the Chairperson's address as specified in the advertisement.

2   The completed Application 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   Please do not enclose/attach a Curriculum Vitae

6   Do not enclose a separate letter of application or copies of certificates etc, <u>unless specifically requested in the advertisement.</u>

7   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:

Data Protection - Privacy Notice:

All personal information provided on this Application Form will be stored securely by the Board of Management and will be used solely for the purposes of the recruitment process. This information will be retained for the period set out in the relevant appointment procedures, issued by the Department of Education and Skills. In the case of a successful candidate, the information will be retained for the duration of employment and a minimum of one year thereafter. Personal information will be disclosed only to the Interview Board, and will not be disclosed to any other external third party without your consent, except where necessary to comply with statutory requirements or seeking references. You may, at any time, make a request for access to the information held about you as outlined. Should you wish to make any changes, or erasures to any of the information stored about you within the relevant retention period, please contact the Board of Management at the above address.

APPLICANT'S PERSONAL DETAILS

Name (*as per Teaching Council Register*)		

Correspondence Address	Mobile Phone No	
Address Line 1:		
Address Line 2:	**Landline No.**	
Address Line 3:	**E-mail Address** (*Please print clearly if completing in handwritten format*)	
Eircode:		

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*):

Route 1 (Primary)   ❑

Route 2 (Post-primary)   ❑

Route 3 (Further Education)   ❑

Route 4 (Other)   ❑

Registration Status: Full ❑   Conditional ❑

Please refer to Circular 0044/2019 Eligibility Criteria For Appointment As Principal and Deputy Principal

If registration is 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:_____*

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:

LEADERSHIP AND MANAGEMENT/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:

OTHER RELEVANT EMPLOYMENT EXPERIENCE - MOST RECENT FIRST

Employer/Project	Position	Duties	Dates

			From: To:
			From: To:
			From: To:

ADDITIONAL QUALIFICATIONS E.G. ICT, SEN, CERTIFICATE TO TEACH RELIGION (WHERE 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

AREAS OF SPECIAL INTEREST – CURRICULAR /OTHER

Area	Expertise/Experience

LEADERSHIP AND MANAGEMENT FRAMEWORK

The Quality Framework for Leadership and Management in Irish schools, set out in *LOOKING AT OUR SCHOOLS 2022 - a Quality Framework for Primary Schools,* provides a common understanding and

language around the organisation and practice of leadership and management roles in Irish schools. It identifies the key leadership and management areas in a school (domains), namely:

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

These domains are then further divided into various content *standards* for each domain.

GUIDANCE FOR THE COMPLETION OF THE FOLLOWING COMPETENCY SECTION

Under each competency heading, please describe some of your personal achievements that demonstrate the necessary skills and qualities required for the position of School Principal/Deputy Principal. Please illustrate with examples.

Boxes may be expanded as required.

COMPETENCY/DOMAIN 1: LEADING TEACHING AND LEARNING
School leaders:

☐ 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

Summarise your experience/key achievements to date under this criterion. Please illustrate with examples which effectively demonstrate your competency under this domain.

COMPETENCY/DOMAIN 2: MANAGING THE ORGANISATION
School leaders:

☐ 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

Summarise your experience/key achievements to date under this criterion. Please illustrate with examples which effectively demonstrate your competency under this domain.

COMPETENCY/DOMAIN 3: LEADING SCHOOL DEVELOPMENT
School leaders:

☐ 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

Summarise your experience/key achievements to date under this criterion. Please illustrate with examples which effectively demonstrate your competency under this domain.

Domain Four: Developing leadership capacity
School leaders:
☐ critique their 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

Summarise your experience/key achievements to date under this criterion. Please illustrate with examples which effectively demonstrate your competency under this domain.

Personal Statement
Please use this section to provide further information in support of your application for Principal/Deputy Principal in this school. [Max. 250 words]

NAMES & CONTACT DETAILS OF REFEREES*	
Referee 1	**Referee 2**

Referee 1		Referee 2	
Name		Name	
Role		Role	
Address		Address	
Work Tel Number		Work Tel Number	
Home Tel Number		Home Tel Number	
Mobile Number		Mobile Number	

Referee 3	
Name	
Role	
Address	
Work Tel Number	
Home Tel Number	
Mobile Number	

*Please Note:

1. Only those referees who know you in a professional capacity should be included. 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. Referees will be contacted by a nominated Interview Board member as soon as possible after the interviews have been completed, if you are deemed to be considered an appointable candidate. If the current employer (*where applicable*) is not named as a referee, the Interview Board reserves the right to seek a reference from the current employer.
5. The Interview Board in its sole discretion will determine the suitability of any reference. The Interview 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** _____