**WICKLOW ETSS**

APPLICATION FORM

FOR POST OF

DEPUTY PRINCIPAL

Wicklow Educate Together Secondary School

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WICKLOW EDUCATE TOGETHER SECONDARY SCHOOL

1. To complete this application form please **download** and save as a **word document.**
2. Complete **all sections** of the form as completely as possible.
3. Write a **letter of application** to accompany this form – maximum 1 page long - highlighting your particular strengths and suitability for this position.
4. **Email** the completed form as a **pdf** document with the file name in the format **FirstnameLastname.pdf** with the letter of application to: wicklowetssdp@gmail.com by **12 noon on 10th June 2019.**
5. **Applications received after 12 noon on 10th June will not be considered.**

**Please note**:

All questions must be answered.

The question numbers or sequence must not be changed.

This form should be typed in Arial font, size 12.

The total number of pages including this cover sheet should not exceed 15.

No CV or written reference should accompany this form.

**This form must be signed.**

**All questions must be answered.**

**Do not change the question numbers or sequence.**

**The Application Form must be typed in Arial font size 12.**

**The total number of pages (including this cover sheet) should not exceed 15.**

**No CV or written reference should accompany this form.**

Date of Receipt:

Time of Receipt:

1. **PERSONAL**

1.1 Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.2 Contact Details:

|  |  |
| --- | --- |
| Full Home Address: |  |
| Telephone: |  |
| Mobile Number: |  |
| Email: |  |

* 1. Present position and where employed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Place an X in the relevant box**

###### YES NO

1.5 Are you registered with the Teaching Council?

###### YES NO

###### 

What is your Teaching Council Registration No: ………………………

If you are not registered with the Teaching Council, are you eligible

for registration? Please give details: ………………………………………………………………………….

………………………………………………………………………….

(Note: *The person selected for the advertised position must be registered with the Teaching Council before commencing employment with the school*.)

1. **QUALIFICATIONS**
   1. Primary Degrees/Diplomas

|  |  |
| --- | --- |
| 1. Degrees (Pass/Hons): |  |
| University: |  |
| Year of Graduation: |  |
| Degree Subjects: |  |

|  |  |
| --- | --- |
| 1. Diplomas (Pass/Hons): |  |
| University: |  |
| Year of Graduation: |  |
| Degree Subjects: |  |

* 1. Post Graduate Degrees/Diplomas (Pass/Hons):

|  |  |
| --- | --- |
| Qualifications: |  |
| Institution: |  |
| Year of Entry: | Year of Graduation: |
| Subjects studied: |  |

* 1. 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). Please indicate also if the post was Department paid (DES) school paid (SP) or voluntary (V).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates From | Dates  To | Position: P, DP, AP, SD, PC, DES, SP or V\* | School  or other Institution | Responsibilities |
|  |  |  |  |  |

\*P = Principal, DP = Deputy Principal, AP = Assistant Principal Post, SD = Special Duty Post; PC= Programme Coordinator.

DES = 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 (start with the most recent and work backwards)**:

**4.4 Other relevant experience (i.e. Social / Business start with the most recent and work backwards)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates From | Dates  To | Position | Organisation | Responsibilities |
|  |  |  |  |  |

**4.5 Outline briefly your THREE greatest achievements with respect to the above responsibilities:**

**4.6** **What aspects of your experience, outlined above** **in sections 4.1 to 4.5, have 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:

* Lives the Educate Together Ethos
* Has excellent IT, Organisational and Administrative skills
* Thinks and acts strategically
* Builds strong relationships
* Solves problems and makes good decisions

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 experience in various settings including professional, social, sporting or voluntary.

**5.1**

|  |  |
| --- | --- |
| ***Lives the Educate Together Ethos*** | *Committed to principles of Educate Together second-level schools  (as defined in the Educate Together Charter and the Blueprint for Educate Together Second-level Schools)* |

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

**5.2**

|  |  |
| --- | --- |
| ***Has excellent IT,* *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.* * *Setting priorities, goals and timetables to ensure effective use of time and available resources* * *Has strong IT skills* |

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

***5.3***

|  |  |
| --- | --- |
| ***Thinks and Acts Strategically*** | * *Exhibits skills which demonstrate the ability to take a broad and long term view of the needs of the school’s purpose and objectives* * *Pays attention to detail* * *Manages school administration* |

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

**5.4**

|  |  |
| --- | --- |
| ***Builds Strong Relationships*** | * *Builds relationships with the school community* * *Sustains constructive and supportive relationships with all key partners* * *Encourages active participation of parents/guardians* |

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

**5.5**

|  |  |
| --- | --- |
| ***Solves Problems and Makes Good Decisions*** | * *Uses a range of communication and analysis skills to solve problems and make decisions.* * *Seeks to resolve conflict/difficult situations.* * *Responds to crises in an appropriate way.* |

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

**6. CHALLENGES FACING SCHOOLS**

What are the particular challenges and issues that would impact on the management and leadership of a start-up Educate Together Secondary School?

1. **PERSONAL VISION** 
   1. Outline your personal vision of the role of deputy principal in **this** school:
   2. If appointed as deputy principal to **this** school what would be your agenda for action?
2. **ETHOS**
   1. Outline briefly the ways you promoted values of equality and respect in the school(s) in which you were employed:

8.2 Outline which aspect of the *Blueprint for Educate Together Second-level Schools* you would particularly like to promote and why:

**9. PERSONAL 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?

**Place an X in the relevant box**

###### YES NO

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

**Place an X in the relevant box**

###### YES NO

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

**Place an X in the relevant box**

###### YES NO

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 your being recommended for appointment to this position the Board of Management is obliged to comply with the terms of current DES Circular Letters. The Board of Management’s policy is that all new personnel recommended for appointment will be vetted and that the outcome of the vetting will be considered having regard to the school’s vetting policy. This applies in respect of all recommendations for appointment to teaching, principal, deputy principal and support staff positions where the person recommended for appointment is not currently an employee of the school and applies irrespective of whether the person has been previously vetted or not.

Please note that appointment to the position is subject to the outcome of the vetting process and the Board of Management’s determination of suitability for employment in the position having regard to the vetting information received. No appointment will be confirmed until the aforementioned steps have been completed. In the event of any delay in the vetting process, the Board of Management will require the recommended person to confirm in writing his/her acceptance of the aforementioned conditions of appointment to the position.

Further note that it is essential that you make appropriate and full disclosure in response to the questions at 9.1, 9.2 and 9.3 above. In the event of an offer of employment being made to you by the Board of Management, this personal declaration will constitute a fundamental term of the contract of employment. If, at any time, it is subsequently established that you have made an incomplete and/or inaccurate disclosure in this declaration, you may face disciplinary action, up to and including dismissal.

**10. 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 and is prepared to accept the role of deputy principal as described in these documents.

**11. REFERENCES**

Please supply the names and contact details of two referees, at least one of whom must know you in a professional capacity and the other in a position to provide a personal referencefor you. In addition, references may be sought from your present/former Principals and/or Chairpersons/Managers 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 **Personal Referee**

Name:

Address:

Telephone/ Mobile:

Email:

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

**Person?**

**12. UNDERTAKING**

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

**Signature of Applicant:**

**Date:**

**N.B.**

* *The Selection Committee may be contacting the above named for references.*
* *The Board of Management is an equal opportunities employer.*
* *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 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 principal.*