



Educate Together Second-level Principal Recruitment November 2018

Information regarding the Online Application Process for the following schools:

- **Wicklow Educate Together Secondary School – Roll Number 68345R**
600 Pupils (expandable to 1000)
- **Dublin North East Educate Together Secondary School – Roll Number 68346T**
Donaghmede, Howth, Dublin 13, Belmayne, Clongriffin
1000 Pupils
- **Galway Educate Together Secondary School – Roll Number 68347V**
Galway City, Oranmore (Regional Solution)
1000 Pupils
- **Drogheda Educate Together Secondary School – Roll Number 68348A**
Laytown, Drogheda (Regional Solution)
600 Pupils (expandable to 1000)

Please read the following information sheet before you attempt to complete the online application form.

- Complete ALL sections of the form as completely as possible.
- Section marked with a red Asterix * MUST be completed.
- This is a multi-stage process.
- Shortlisted candidates will be invited for initial interview and may be required to complete a pre-interview task if selected for later stages of the process.
- You must have JavaScript installed and enabled on your browser in order to complete the form. You can download Javascript [here](#). Please note we are unable to provide technical assistance in this regard.

Please consult the following documents before attempting to complete this form:

- [DES Circular 04/98 to confirm your eligibility](#)
- [Taking the Next Step a Blueprint for Educate Together Second-level Schools](#)
- Principal Job Description
- Educate Together Charter

The online form is divided into 11 sections. Some questions require you to enter text into the form. It is advisable to “copy and paste” your text although it can typed directly into the form.

Section 1 – Personal Details

1. Name
2. Address
3. Email
4. Landline Phone Number
5. Mobile Phone Number
6. Present Position and where employed (text entry, maximum 300 words)
7. Do you have five years qualified teaching experience as per DES Circular 04/98
8. Are you registered with the Teaching Council
9. Teaching Council registration number

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

If you are not currently registered with the Teaching Council you cannot apply for this position and this time.

Further information regarding Teaching Council Registration can be found at www.teachingcouncil.ie.

- 1.10 Please indicate where you have heard about Educate Together
- 1.11 Please indicate where you have heard about this position

Section 2: Qualifications

- 2.1 List your Degrees / Diplomas
- 2.2 List your Post Graduate Degrees / Diplomas
- 2.3 Other Relevant Qualification Text entry (maximum 100 words)

Section 3: Professional Management / Leadership Development

- 3.1 List any management / leadership courses not included in Section 2.
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).
- 3.2 What key skills and knowledge have you developed as a result of these courses listed in 3.1 above that are relevant to this post?
Text Entry (Maximum 300 words).

Section 4 – Teaching and Other Relevant Experience

- 4.1 Employment as a teacher (start with the most recent and work backwards)
Please indicate whether the position was wholetime (W) or part-time (P).
- 4.2 Post(s) of Responsibility or equivalent (start with the most recent and work backwards).
- 4.3 Other relevant experience i.e. Business / Social / Voluntary. (Start with the most recent and work backwards).
- 4.4 Outline briefly your three greatest achievements with respect to the above responsibilities. Text entry (maximum 300 words).
- 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). Text entry (maximum 300 words).
- 4.6 What aspects of your recent experience, outlined above, have prepared you for the role of Principal? Text entry (maximum 300 words).

Section 5 – Role and Function of Principal

A number of key competencies have been identified as being essential for the effective performance of the role and function of principal of this school. The principal of an Educate Together second-level school:

- Committed to Principles of Educate Together second-level schools
- Builds strong relationships
- Leads, motivates and inspires people
- Manages the school professionally
- Demonstrates excellent communication skills and personal commitment and integrity
- Solves problems and makes good decisions
- Has specialist expertise

Each competency is defined below and you are required to provide, under each competency area, and 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.

Lives the Educate Together Ethos

- Committed to the principles of Educate Together second-level schools, as defined in the Educate Together Charter and the Blueprint for Educate Together Second-level Schools

5.1 Outline ONE example of how and where you have displayed this competency.
Text entry (maximum 300 words)

Builds Strong Relationships

- Builds relationships with the school community, local community and external agencies
- Encourages active participation of parents / guardians
- Works in partnership with the school Board of Management and Patron

5.2 Outline ONE example of how and where you have displayed these competencies. Text entry (maximum 300 words).

Leads, Motivates and Inspires People

- Motivates the school team
- Manages performances and gives and receives feedback
- Leads a "Positive Behaviour Approach"

5.3 Outline ONE Example of how and where you have displayed these competencies. Text entry (maximum 300 words).

Manages the School Professionally

- Sets educational standards and is committed to the realisation of the full potential of every learner
- Takes a broad and long term view of the school's purpose and objectives
- Manages school administration
- Demonstrates financial acumen
- Implements HR and IT strategy
- Manages buildings and equipment and equipment maintenance and replacement

5.4 Outline ONE example of how and where you have displayed these competencies. Text entry (maximum 300 words).

Demonstrates Excellent Communication Skills, Personal Commitment and Integrity

- Communicates effectively
- Demonstrates personal commitment and integrity
- Is able to reflect honestly and evaluate own performance, maintaining professionalism at all times

5.5 Outline ONE example of how and where you have displayed these competencies. Text entry (maximum 300 words).

Solves Problems / Makes Good Decisions

- Uses a range of communications and analysis skills to solve problems and make decisions
- Seeks to resolve conflict / difficult decisions
- Responds to crises in an appropriate way

5.6 Outline ONE example of how and where you have displayed these competencies. Text entry (maximum 300 words).

Has Specialist Expertise

- Has the specific knowledge and demonstrates expertise for the role

5.7 Outline ONE example of how and where you have displayed this competency. Text entry (maximum 300 words).

Section 6 – Challenges Facing Schools

6.1 What are the particular challenges and issues that impact on the management and leadership of a voluntary secondary school? Text entry (maximum 500 words).

6.2 What do you see as the main challenges facing Educate Together second-level schools? Text entry (maximum 500 words).

Section 7 – Personal Vision

- 7.1 Outline your personal vision of the role of principal in this school. Text entry (maximum 500 words).
- 7.2 What would be your style of leadership that would contribute to the achievement of that vision? Text entry (maximum 500 words).
- 7.3 If appointed as principal to this school what would be your agenda for action? Text entry (maximum 500 words).

Section 8 - Ethos

All applications are accepted on the understanding that the candidate has read and supports the school's ethos as outlined in the Blueprint for Educate Together Second-level Schools and is prepared to carry out the role of principal as described in the Blueprint Document.

- 8.1 Outline briefly the ways you promoted values of equality and respect in the school(s) in which you were employed. Text entry (maximum 300 words)
- 8.2 Outline which aspect of the Blueprint for Educate Together Second-level Schools you would like to promote and why. Text entry (maximum 300 words).

Section 9 – Vetting Declaration

Please note that it is a fundamental term of your employment that you make appropriate full disclosure in respect of the following questions.

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 following 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 (DES) 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 the 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 newly appointed teachers and support staff will be vetted and that the outcome of the vetting will be considered in light of the school's vetting policy. This applies in respect of appointments to teaching posts, principal and deputy 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.

- 9.1 Have you been investigated by either the Gardai, the HSE or your employer in relation to substantiated complaints made concerning your treatment of children?
- 9.2 Were you the subject of any allegation of criminal conduct or wrongdoing towards a minor?
- 9.3 Are you aware of any material circumstances in respect of your own conduct which touched / touches on the welfare of a minor?

Section 10 – References

Please supply the names and contact details of two referees, at least one of whom must know you in a professional capacity.

In addition references may be sought from your current / former employer if not listed below.

- 10.1 First Referee Name, contact details etc.
What is your relationship to this person. Text entry (maximum 100 words).

10.2 Second Referee Name, contact details etc.

What is your relationship to this person. Text entry (maximum 100 words).

Section 11 – Data Protection

All personal information provided on the online application form will be stored securely by Educate Together and will be used for the purpose 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 change, or erasures, to any information stored about you, please contact Educate Together.

Please Note:

- The Board of Management of this Educate Together Secondary School is an equal opportunities employer
- Short-listing of candidates may take place
- Candidates may be called for more than one interview
- Candidates may be asked to complete an on-line task

11.1 Please enter your name in BLOCK CAPITALS

11.2 Please check this box to certify that the information you have provided is true and correct.

11.3 To supply a cover letter (required) please click button to select file from your computer. File should be named in FirstName_LastName format (.doc, .pdf etc.).

Please click on the "Submit" button to complete your application. Please note that a copy of the information submitted will be sent to the email address you have supplied for your reference.