Educate Together Logo.eps

APPLICATION FORM

for the position of

PRINCIPAL

Dublin South City

Educate Together Secondary School

Roll No. 68305 F

How to apply:

1. Please download and save this application form using your name as the filename in the format FirstnameLastname.
2. Complete all sections of the form as completely as possible. Please do not exceed the space provided.
3. Write a letter of application – maximum 1 page long - highlighting your particular strengths and suitability for this position.
4. Email the completed form, and the letter of application to [dublinsouthcityetssrecruitment@gmail.com](mailto:dublinsouthcityetssrecruitment@gmail.com) by **5pm on 5thth April 2017.**

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.

1. **PERSONAL**

|  |  |
| --- | --- |
| First name: |  |
| Last name: |  |

|  |
| --- |
| Please indicate where you heard about Educate Together and this position |
| Educate Together |
| This position |

|  |  |  |  |
| --- | --- | --- | --- |
| * 1. Address: |  | | |
| * 1. Telephone: |  | * 1. Mobile: |  |
| * 1. Email address: |  | | |

* 1. Present position and where you are 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. Are you registered with the Teaching Council?

**Place an X in the relevant box**

YES NO

Teaching Council Registration No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. **QUALIFICATIONS**
   1. Primary Degree /Diplomas

|  |  |  |  |
| --- | --- | --- | --- |
| Degrees or diplomas (pass/hons) | University | Subjects | Year of Graduation |
|  |  |  |  |

* 1. Post Graduate Degrees/Diplomas

|  |  |  |  |
| --- | --- | --- | --- |
| Degrees or diplomas  (pass/hons) | University | Subjects | Year of Graduation |
|  |  |  |  |

* 1. Other Relevant Qualifications

1. **PROFESSIONAL MANAGEMENT/LEADERSHIP DEVELOPMENT**

* 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) |
|  |  |  |  |

* 1. 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?

1. **TEACHING AND OTHER RELEVANT EXPERIENCE**
   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)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates From | Dates To | W/P | School or Other Institution | Responsibilities |
|  |  |  |  |  |

* 1. Post(s) of Responsibility or equivalent (start with the most recent and work backwards).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates From | Dates To | W/P | School or Other Institution | Responsibilities |
|  |  |  |  |  |

* 1. Other relevant experience, i.e. Business/Social/Voluntary (Start with the most recent and work backwards)

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

* 1. Outline briefly your **three** greatest achievements with respect to the above responsibilities:
  2. List, with outline dates, any extra-curricular activities in which you are or have been involved (start with the most recent and work backwards):
  3. What aspects of your recent experience, outlined above, have prepared you for the role of principal?

1. **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, 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.

* 1. **Lives the Educate Together Ethos**

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| --- | --- |
| **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:

|  |  |
| --- | --- |
| **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 |

Outline ONE example of how and where you have displayed these competencies:



|  |  |
| --- | --- |
| **Leads, Motivates and Inspires People** | * Motivates the school team * Manages performance and gives and receives feedback * Leads a ‘Positive Behaviour Approach’ |

Outline ONE example of how and where you have displayed these competencies:



|  |  |
| --- | --- |
| **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 maintenance and replacement. |

Outline ONE example of how and where you have displayed these competencies:



|  |  |
| --- | --- |
| **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 |

Outline ONE example of how and where you have displayed these competencies:



|  |  |
| --- | --- |
| **Solves Problems /Makes Good Decisions** | * Uses a range of communications 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 these competencies:

**5.7**

|  |  |
| --- | --- |
| **Has Specialist Expertise** | * Has the specific knowledge and demonstrated expertise required for the role |

Outline ONE example of how and where you have displayed these competencies:

1. **CHALLENGES FACING SCHOOLS**

* 1. What are the particular challenges and issues that impact on the management and leadership of a secondary school?
  2. What do you see as the main challenges and issues facing Educate Together second-level schools?

1. **PERSONAL VISION**
   1. Outline your personal vision of the role of principal in this school:
   2. What would be your style of leadership that would contribute to the achievement of that vision?
   3. If appointed as 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:
   2. Outline which aspect of the Blueprint for Educate Together Second-level Schools you would like to promote and why:
3. **VETTING DECLARATION**

**If this section is not completed, your application will not be considered for processing.**

* 1. Have you been investigated by either the Gardaí, the HSE or your employer in relation to substantiated complaints made concerning your treatment of children?

**Place an X in the relevant box**

YES NO

* 1. Were you the subject of any allegation of criminal conduct or wrongdoing towards a minor?

**Place an X in the relevant box**

YES NO

* 1. Are you aware of any material circumstances in respect of your own conduct which touched/touches on the welfare of a minor?

**Place an X in the relevant box**

YES NO

Please note that it is a fundamental term of your employment that you make appropriate full disclosure in respect of the questions outlined above. You should also note that if the school is satisfied, in the future, that 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 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 newly appointed teachers and support staff will be vetted and that the outcome of the vetting will be considered in the 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.

1. **SCHOOL 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.

1. **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 present/former employers if not listed below.

* 1. **First Referee**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Telephone/Mobile: |  |
| Email address: |  |
| What is your relationship with this person? |  |

* 1. **Second Referee**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Telephone/Mobile: |  |
| Email address: |  |
| What is your relationship with this person? |  |

1. **UNDERTAKING**

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please insert an X in this box to certify that the information you have provided is true and correct:**

**Date application completed:**

**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 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.