APPLICATION FORM FOR PRIMARY PRINCIPALSHIP AND DEPUTY PRINCIPALSHIP (OPEN COMPETITION)

DELETION OF ANY FIELD WILL INVALIDATE THIS APPLICATION

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

Applicants, please note:

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

If the advertisement states that applications are required to be submitted by post, 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. 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.

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APPLICANT'S PERSONAL DETAILS			
Name (*as per Teaching Council Register*)			
Correspondence Address **Address Line 1:**		**Mobile Phone No.**	
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:*_____

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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**

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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,* 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**	
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** _____