

# St Aidan's Comprehensive School

## Cootehill Co Cavan

049 5552161

office@staidans.ie

www.staidans.ie



### APPLICATION FORM

#### Please note: COMPLETING A COMPETENCY BASED APPLICATION FORM

A Competency Based Application Form requires you, the candidate, to describe some of your personal achievements to-date that demonstrate certain competencies (necessary skills and qualities) required for the position you are applying for (e.g. Leading Learning & Teaching, Leading School Development, Communication Skills etc.). All question areas must be completed.

A definition of a skill or quality is given for each competency. You are then asked to describe a situation, from your own experience, which you think is the best example of what **YOU** have done which demonstrates this skill or quality. It is essential that you describe how **you** demonstrated the skill or quality in question.

You are advised to structure what you write so that you give specific information about what you have done - for example, do not simply say that "X was successful", describe exactly what you did and how you demonstrated the skill or quality in question.

For each example please include the following:

- (a) the nature of the task, problem or objective;
- (b) what you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it)
- (c) the outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.

Please do not use the same example to illustrate your answer to more than two skill areas.

Please note that, should you be called to interview, the Board may look for **additional examples** of where you demonstrated the skills required for this post so you should think of a number of examples of where you demonstrated each of the skills.

The selection criteria and marking scheme for the position are as follows

Competency	Weighting (%)	Rating (1-5)	Highest Possible Score (Weighting X Rating)
Leading Learning & Teaching	25	Max is 5	125
Leading School Development	20	Max is 5	100
Developing Leadership Capacity	20	Max is 5	100
Communication	10	Max is 5	50
Managing the Organisation	10	Max is 5	50
Self-awareness and Self- Management	15	Max is 5	75
<b>Highest Possible Score</b>			<b>500</b>

The Application Form must be **TYPED**. Handwritten forms will not be accepted.

Candidates should carefully read and comply with all instructions in relation to the completion of the application form.

All questions must be answered.

Do not change the question numbers or sequence.

Boxes may be expanded as required in compliance with **maximum word count requirements**.

**No letter of application, CV or written reference should accompany this form.**

<b>For employer use only:</b>	<b>Yes</b>	<b>No</b>
Application received by closing date	<input type="checkbox"/>	<input type="checkbox"/>
Teaching Council Registration	<input type="checkbox"/>	<input type="checkbox"/>
Post-Primary Teacher Qualification(s) as per DES Guidelines –  <b>Note:</b> Registration with the Teaching Council under Route 2 is required for appointments in the community & comprehensive sector	<input type="checkbox"/>	<input type="checkbox"/>
Minimum of 5 year's whole-time satisfactory teaching service or its equivalent	<input type="checkbox"/>	<input type="checkbox"/>

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### APPLICATION FOR THE POSITION OF PRINCIPAL

#### 1. PERSONAL DETAILS

<b>First Name:</b>	<b>Surname:</b>
<b>Home Address:</b>	<b>Correspondence Address: (if different)</b>
<b>Home Phone Number:</b>	<b>Mobile Phone Number:</b>
<b>Email Address:</b>	

Are there any restrictions regarding your employment? Yes ☐ No ☐  
*(if you answer Yes, please provide details on separate sheet)*

Do you require a Work Permit? Yes ☐ No ☐

Do you have five years' whole-time teaching service or equivalent? Yes ☐ No ☐  
**(C&C: CL 07/02)**

Are you registered with the Teaching Council? Yes ☐ No ☐

If YES, Teaching Council Registration Number: \_\_\_\_\_

Please note that the successful candidate will be paid by the DES and will have to fulfill the DES conditions which include registration with The Teaching Council.

## 2. PRESENT POSITION

<b>Please give details of your current position:</b>		
<b>Organisation:</b>	<b>Location:</b>	<b>Job Title:</b>
<b>How much notice do you need to give your current employer?</b>		

## 3. QUALIFICATIONS

<b>3.1 Primary Degrees/Diplomas:</b>	
University/Institute/College:	
Title of Degree/Diploma:	
Qualification (Pass/Hons):	Awarding Body:
Year of Entry:	Year Qualified:
Subjects studied:	

<b>3.2 Post Graduate Degrees/Diplomas:</b>	
University/Institute/College:	
Title of Degree/Diploma:	
Qualification (Pass/Hons):	Awarding Body:
Year of Entry:	Year Qualified:
Subjects studied:	
University/Institute/College:	
Title of Degree/Diploma:	



## 5. TEACHING AND OTHER RELEVANT EXPERIENCE

### 5.1 Please provide details of your work history beginning with the most recent position:

Dates (From/To)	Name & Address of Employer	Position Held & Whole-time or Part-time	Summary of Main Duties	Reasons for Leaving

### 5.2 Post(s) of Responsibility or equivalent beginning with the most recent position.

A descriptor of the post is **NOT** required.

Dates From/To	Position (Indicate level of post – eg API, APII, SD)	School or other Institution	Title of Post (a descriptor of the post is not required)

### 5.3 Other relevant experience (ie Social/Business) beginning with the most recent.

Dates From/To	Position	School or other Institution	Key Responsibilities/role

### 5.4 List, outline dates, the main extra-curricular activities in which you are or have been involved (max 100 words). Begin with the most recent.

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## 6. THE 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.

These competencies are as follows:

- 6.1 Leading Learning & Teaching
- 6.2 Leading School Development
- 6.3 Developing Leadership Capacity
- 6.4 Communication
- 6.5 Managing the Organisation
- 6.6 Self-Awareness and Self-Management

Outline an example(s) on the following pages of how and where you have displayed each of these competencies (**a maximum of 450 words is permitted for each competency**). The example(s) may be drawn from your experience in various settings including professional, social, sporting or voluntary.

### 6.1 Leading Learning & Teaching

Understands that high quality teaching and learning is the core business of a school and demonstrates the skills to act as the instructional leader promoting a culture of improvement and collaboration in this area.

Indicators:

- Engages all stakeholders (students, staff, parents and Board of Management) in the SSE process to create and maintain a culture of high expectation for all in which learning flourishes enabling students to become active and motivated learners.
- Has the understanding and ability to foster a culture of open dialogue and collaboration regarding standards of teaching and learning. Operates highly effective systems for monitoring student progress and achievement to help students reach their full potential.

### 6.2 Leading School Development

Demonstrates the ability to establish and maintain a guiding vision for the school in line with the mission statement and communicates appropriately the goals and expectations of this vision to the school community.

Indicators:

- Works proactively with the Board of Management and the patron to communicate to the whole school community the guiding vision and ethos of the school. Builds and maintains constructive relationships with parents, other schools and the wider community through effective and regular communication with all partners.

- Has a thorough understanding of school processes including legislation, terms of reference, contracts, policies, DE guidelines and circulars and uses this understanding to lead and manage action planning for improvement of teaching, learning and assessment on a whole-school basis.

### **6.3 Developing Leadership Capacity**

Empowers staff to carry out leadership roles, facilitates active student participation in school leadership while reflecting on the effectiveness and sustainability of their personal leadership and networking with other leaders.

Indicators:

- Recognises and harnesses the many and varied skills and talents of the school community to create and motivate staff teams and working groups to develop leadership capacity in all aspects of school life. Works actively to develop leadership capacity through open consultation, collaboration, planning and building trust and delegates responsibilities appropriately and strategically.
- Actively promotes and facilitates the development of student voice, participation and leadership recognising students as important and active stakeholders in the operation of the school.

### **6.4 Communication**

Demonstrates the capacity to clearly hear and articulate views, opinions and attitudes through effective and appropriate and empathic interaction with all stakeholders in a variety of situations and contexts.

Indicators:

- Shows the capacity and skills to relate and communicate in a meaningful and respectful way with individuals and groups and in particular with all school stakeholders.
- Demonstrates good listening skills and has the ability to respond with respect, willingness and good judgement to day-to-day encounters, enquiries and information requests.

### **6.5 Managing the Organisation**

Uses a range of a range of resources, supports and processes to ensure the effective and efficient running of the school and develops and implements a system of professional responsibility and accountability.

Indicators:

- Has an appreciation and clear understanding of the statutory role and primacy of the Board, of their responsibility as Secretary, the importance of consulting with and keeping the Board actively informed, in an appropriate and accountable manner.
- Oversees the smooth day to day running of the school implementing systems of communication to appropriately involve all members of the school community. Sets priorities,



goals and timetables to ensure effective use of time and all resources to ensure maximum impact on student learning and close alignment of identified learning priorities with the school's strategic plan. Anticipates issues and potential obstacles and takes necessary action.

#### **6.6 Self-Awareness and Self-Management**

Is self-aware and has the capacity to self-manage and develop personally and professionally.

**Indicators:**

- Develops self-awareness through personal and collaborative reflection identifying areas of personal practice requiring improvement. Understands the concept of professional boundaries and maintains this in dealing with stakeholders. Upholds professional integrity through discretion, confidentiality, loyalty and trust etc.
- Has the capacity to place issues and challenges within the context of the position of Principal and understands the need to separate school related issues from personal life. Has self-awareness and a willingness to seek the help, advice and support of others in challenging situations.

## 7. SUPPORTING STATEMENT

This section is for you to provide further information in support of your application. You should demonstrate why you have applied for the position and outline any other knowledge/expertise or attributes which you consider pertinent to the role of Principal within the context of the ethos and characteristic spirit of the school (**max 200 words**).

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## 8. REFERENCES

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer. [*Please note: your referees may be contacted without further communication with you*].

### **Present or most recent employer:**

Name & Title:	Position Held:	Telephone/Mobile:	Email:
Full address:			

### **Other referee:**

Name & Title:	Position Held:	Telephone/Mobile:	Email:
Full address:			

## 9. DECLARATION

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

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

YES ☐

NO ☐

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

YES ☐

NO ☐

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

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.

The Board 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 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 is obliged to comply with the terms of current Department of Education Circular Letters.

Section 12 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 requires a school authority to obtain a vetting disclosure from the Vetting Bureau prior to the employment, contract, permission or placement of a person to undertake relevant work or activities with children or vulnerable persons. This applies in respect of appointments to Principal positions where the person is not currently an employee of the Board and applies irrespective of whether the individual has been previously vetted or not.

## 10. DECLARATION AND SIGNATURE

- You are required to sign the declaration below certifying that all information you have provided is accurate.
- The Selection Board may wish to check any of the details you have provided.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

I declare that the information supplied in this application form is accurate and true.

I acknowledge that the appointment may be subject to appeal as provided for in [Circular Letter 0062/2021](#).

Signed \_\_\_\_\_

Date \_\_\_\_\_

**The completed application form (and five copies i.e. 6 in total) should be returned by post only to arrive no later than 20 June 2023 at 4pm to:**

**Name & Address:**

The Chairperson, St Aidan's Comprehensive School, Cootehill, Co Cavan H16 CV91.

**For postal applications only:**

**Note:** You should retain proof of postage and clearly mark the outside of the envelope 'Application'.

**Interviews are provisionally scheduled for 29<sup>th</sup>/30<sup>th</sup> June 2023.**

**Data Protection – Privacy Notice:**

St Aidan's Comprehensive School: Staff Privacy Notice - (effective 25th May 2018)

**Who is collecting the data**

St Aidan's Comprehensive School  
Cootehill Co Cavan  
T: 049 5552161  
E: office@staidans.ie

This Privacy Notice governs the manner in which St Aidan's Comprehensive School collects, uses, maintains and discloses information collected throughout the recruitment, hiring and employment of staff.

**Personal Identifiable Information**

We collect personal identification information from staff and prospective staff in a variety of ways in connection with your employment at our school.

Staff / Recruitment Data (Lawful Basis: Public Interest, Contractual Obligation, Legal Obligation):

- Name, Address, Date of Birth, Phone Number;
- PPSN;
- Payroll No.;
- Teaching Council Registration No.;
- Vetting No.;
- Payment details;
- Statutory deductions Voluntary deductions e.g. trade union subscription;
- Service history;
- Leave including Sick leave / Secondments;
- Qualifications & Results (2<sup>nd</sup> & 3<sup>rd</sup> Level) & Work Experience;
- Particulars of your cases where you may query the application of the terms and conditions e.g. Contract of indefinite duration;

**How we use collected information**

We use your personal data for purposes including:

- your application for employment;
- to provide you with appropriate direction and support in your employment;
- to care for your health and well-being;
- to process grant applications, fees and scholarships;
- to coordinate, evaluate, fund and organise educational programmes;
- to comply with our legal obligations as an employer;
- to comply with our monitoring and reporting obligations to Government bodies;
- to process appeals, resolve disputes, and defend litigation etc.

### **How we protect your information**

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information.

### **How long do we keep your personal information?**

We keep your personal information for a length of time as per our Retention Policy i.e. For staff we will retain data for the duration of employment and up to 7 years thereafter. After this time, your data will be destroyed by confidential shredding our deletion from our school's database.

In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in St Aidan's Comprehensive School Data Protection Policy.

### **Sharing your personal information**

We do not sell or trade personal identification information to others. We may share your data with the State Examinations Commission, the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners etc.

The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, etc) and they may aggregate it with other information they already hold about you and your family. We also share your personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc), We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations.

### **Your rights**

You have a number of rights in relation to your personal information. These rights include the right to:

- request information regarding the personal data that we hold about you and the source(s) of that information. You can request a copy of any personal data we hold about you. This service is free of charge.
- request that we rectify without undue delay any inaccuracies in relation to the personal data we hold;
- in some circumstances, request the erasure of your personal data or object to the processing of your data;
- obtain restriction of processing in some circumstances;
- object to any processing in some circumstances;
- in some circumstances, request that your personal data be transferred to you or a new school if the data is processed automatically (Please note, that we retain only a copy of certain data collected from you. Furthermore we do not avail of systems that make automated decisions based on your data);
- if we are processing any data for which you have given consent, you may withdraw consent to us processing your personal data. This will not affect the processing already carried out with your consent; and
- lodge a complaint with a supervisory authority. In Ireland, this is the Office of the Data Protection Commissioner;

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this statement please contact us.