

Belmayne ETSS



Application Form for the Position of Deputy Principal

1. Ensure that you complete **ALL** sections of this form in full. Do not change the question numbers or sequence.
2. The Application Form must be typed, handwritten forms will not be accepted.
3. Once completed, save the form in Word format using your name as the new file name – e.g. Jane Murphy.
4. Email the form as an attachment to recruitment@belmayneetss.ie. In the Subject Box of your email please type Deputy Principal. Postal applications will not be considered.
5. You should receive a brief acknowledgement by email within 48 hours. If you do not, please contact the school immediately at info@belmayneetss.ie Also, check your junk mail or spam folder.
6. The information that you provide on this form will be handled and stored in accordance with current Data Protection legislation. Except for the successful candidate, all records from the recruitment process will be held electronically for six months, after which time they will be permanently deleted.
7. Your application will be assessed on the information you submit on the official application form. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience.
8. Applications received after **midnight on Monday 22nd December 2025** will not be accepted.
Provisional Date(s) for interviews: 7th Jan – 23rd Jan 2025

Notes to applicant

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. Leader of Teaching and Learning, Leader of 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.

APPLICATION FORM

APPLICATION FOR THE POST OF DEPUTY PRINCIPAL

1. PERSONAL DETAILS

First Name:	Surname:
Home Address:	Correspondence Address: (if different)
Home Phone Number:	Mobile Phone Number:
Email Address:	

For employer use only:	Yes	No
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:	<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"/>

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 ☐

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

If YES, Teaching Council Registration Number:

If NO, are you eligible for registration and willing to register?

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

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

3. QUALIFICATIONS

3.1 Primary Degrees/Diplomas:	
University/Institute/College:	
Qualification (Pass/Hons):	Awarding Body:
Year of Entry:	Year Qualified:

Subjects studied:	

3.2 Post Graduate Degrees/Diplomas:	
University/Institute/College:	
Qualification(Pass/Hons):	Awarding Body:
Year of Entry:	Year Qualified:
Subjects studied:	
University/Institute/College:	
Qualification (Pass/Hons):	Awarding Body:
Year of Entry:	Year Qualified:
Subjects studied:	

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3.3 Other Skills Training/Courses relevant to this Post:		
Year attended	Title of Skills Training	Training Body

4. PROFESSIONAL MANAGEMENT/LEADERSHIP DEVELOPMENT

4.1 Professional Management/Leadership Development:

List any management/leadership courses not included in Section 3 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.

<i>Name of Course</i>	<i>Name of Organisation/Institution running course</i>	<i>Length of Course</i>	<i>Year</i>

4.2 What key skills and knowledge have you developed as a result of these courses that are relevant to this position? (200 word max)

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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.			
Dates From/To	Position (Indicate level of Position – eg API, APII and Post Title)	School or other Institution	Responsibilities

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

Dates From/To	Position	School or other Institution	Responsibilities

5.4 Outline briefly your three greatest achievements with respect to the above responsibilities: (200 word max)

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5.5 List, outline dates, any extra-curricular activities in which you are or have been involved (beginning with the most recent):

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5.6 What aspects of your most recent experience, outlined above, have prepared you for the role of Deputy Principal? (200 word Max)

6. THE ROLE AND FUNCTION OF DEPUTY PRINCIPAL

A number of key competencies and associated behavioural indicators have been identified as being essential for the effective performance of the role and function of Deputy Principal.

These competencies are as follows:

6.1 Lives the Educate Together Ethos

6.2 Promotion of a Holistic Development Culture including Leading Learning and Teaching

6.3 Interpersonal Relationships including Developing Leadership Capacity

6.4 Management & Administration including Managing the Organisation

6.5 Strategic Management including Leading School Development

6.6 Self-awareness & Self-management Skills

Outline an example(s) on the following pages of how and where you have displayed each of these competencies, paying particular attention to the associated behavioural indicators (no more than 300 words per competency). The example(s) may be drawn from your experience in various settings including professional, social, sporting or voluntary.

6.1 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)

Demonstrates the capacity to model and develop a strong culture of mutual trust, respect and shared accountability.

(300 words max)

6.2 Promotion of a Holistic Development Culture including Leading Learning and Teaching:

Shows commitment to on-going evidence-based school self-evaluation for the achievement of high educational standards and demonstrates capacity in implementing strategic improvement planning in teaching and learning.

Recognises the importance of providing an enhanced environment where high quality learning and teaching take place and students can grow to their full potential.

(300 words max)

6.3 Interpersonal Relationships including Developing Leadership Capacity

Appreciates the critical importance of the Principal/Deputy Principal relationship and the importance and overall impact of an effective working partnership.

Demonstrates the ability to manage challenging and complex situations in a manner that demonstrates equity, fairness and justice.

(300 words max)

6.4 Management & Administration including Managing the Organisation

Displays an understanding of the need to manage and oversee the smooth day-to-day running of the school whilst developing and implementing systems and structures to meet the priority needs of the school, particularly in the area of ICT.

Demonstrates the ability to establish and maintain effective and efficient data recording systems for student and staff information in keeping with relevant legislation and good practice.

(300 words max)

6.5 Strategic Management including Leading School Development

Demonstrates personal pedagogical excellence and applies these personal standards in creating a community of learning

Demonstrates a willingness to involve relevant individuals or groups in projects, policy or system development for school improvement.

(300 words max)

6.6 Self-Awareness and Self-Management Skills:

Has the confidence, resilience and optimism to maintain an emotional balance in challenging situations and the capacity to work through these situations.

Has self-awareness and has a willingness to seek the help, advice and support of others.

Is self-motivated and is committed to personal and professional growth and development.

(300 words max)

7 CHALLENGES FACING SCHOOLS

7.1 What are the particular challenges and issues that impact on the management and leadership of an Educate Together Secondary School? (200 words max)

7.2 What do you see as the main challenges and issues facing Belmayne Educate Together Secondary School in the coming years? (200 word max)

8 PERSONAL VISION

8.1 Outline your personal vision of the role of Deputy Principal in this school. (200 word max)

9 ETHOS

9.1 Outline briefly the ways you have promoted the values of equality and respect in the school(s) in which you were employed. (200 word max)

10 SUPPORTING STATEMENT

10.1 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 Deputy Principal. (300 word max)

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11. 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:			

12. 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. You should also note that if the school is

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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 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 via An Garda Síochána 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.

13. DECLARATION AND SIGNATURE

- You are required to sign the declaration below certifying that all information you have provided is accurate.
- The Selection Committee 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.

Signed _____

Date _____

SCHOOL ETHOS

All applications are accepted on the understanding that the candidate has read and supports the school’s vision and ethos as outlined on the school website; www.belmayneetss.ie and the Educate Together Blueprint.

The selection process for this post is subject to Circular 0062/2021 ‘Appeal System for Permanent Principal and Deputy Principal Appointments’.

These pages may be detached from the completed Application Form

Marks

Each candidate interviewed will be provided, in the notification of the outcome of the competition, with his/her marks under each selection criterion

Interview Selection Criteria

The following selection criteria will apply to the interview process:

- *Lives the Educate Together Ethos*
- *Promotion of a Holistic Development Culture including Leading Learning and Teaching*
- *Interpersonal Relationships including Developing Leadership Capacity*
- *Management & Administration including Managing the Organisation*
- *Strategic Management including Leading School Development*
- *Self-awareness & Self-management Skills*
- *Style & Quality of Leadership as demonstrated throughout the interview*
- *The Selection Committee/Interview Board may request those called to interview to complete a task (e.g. a presentation) as part of the interview process based on one or more of the above selection criteria.*

The Selection Committee/Interview Board will notify candidates called to interview of the marking scheme to be used during the interviews.

Data Protection

All personal information provided on this application form will be processed in a confidential and secure manner for the purpose of the recruitment process. Application forms will be retained for a period of 18 months after the formal announcement of appointment of the successful candidate to the post and in the case of a successful candidate for the duration of his or her employment and for seven years thereafter. The information will not be disclosed to a third party without your consent save where provided for by law or where such processing is necessary to comply with the school's legal obligations. You may, at any time, make a request for access to the personal information held about you. If you wish to make any changes, or erasures, to your personal data, please contact the chairperson of the Board of Management.

Additional Notes

- *Communications in connection with this appointment process will usually be by email. Please check your spam and other settings to ensure that you can receive emails from the Selection Committee/Interview Board and from the Board of Management.*
- *Applications which are received after the closing date will not be considered. **If you do not receive an email confirming receipt of your application, please email info@belmayneetss.ie immediately.***
- *The Board of Management is an equal opportunities employer.*
- *Short-listing of candidates may take place.*

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- *Candidates may be called for more than one interview or an additional selection procedure.*
- *Canvassing will disqualify.*
- *Any offer of employment is conditional on the vetting of the prospective appointee by the National Vetting Bureau, pursuant to the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016, to the satisfaction of the Board of Management.*
- *In addition, the prospective appointee shall be required to complete a child protection related Statutory Declaration and Form of Undertaking and to provide same to the Board of Management prior to taking up the position.*
- *The successful candidate will only be paid by the Department of Education (DE) if he/she fulfils the DE conditions, which include specific registration with the Teaching Council for the Voluntary Secondary School sector.*

Checklist for Applicants

- Have you signed the form?
- Is your name on the front cover?
- Are all questions answered?
- Are questions in the original sequence?
- Is the total number of pages (including the cover sheet) 18 or less?