

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
Principal	Newport NS	194510

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 Please do not enclose/attach a Curriculum Vitae
- 6 Do not enclose a separate letter of application or copies of certificates etc.
Unless specifically requested in the advertisement.
- 7 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)		Michael Carney	
Correspondence Address		Mobile Phone No	086 8125320
Address Line 1:Rosssduane		Landline No.	098 41361
Address Line 2:Kilmeena		E-mail Address (Please print clearly if completing in handwritten format)	madcarney99@gmail.com
Address Line 3:Westport, Co Mayo			
Eircode:F28TR88			
Total length of accredited service as a primary teacher in Ireland	29 years	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	
B.ED	Marino Institute, Drumcondra	1993	
TEACHING COUNCIL REGISTRATION			
Registration Number: 118071			
Registered under Regulation (please tick as appropriate):			
Route 1 (Primary)	<input checked="" type="checkbox"/> Yes		
Route 2 (Post-primary)	<input type="checkbox"/>		
Route 3 (Further Education)	<input type="checkbox"/>		
Route 4 (Other)	<input type="checkbox"/>		
Registration Status: Full <input checked="" type="checkbox"/> Yes Conditional <input type="checkbox"/>			
<u>Please refer to Circular 0044/2019 Eligibility Criteria For Appointment As Principal and Deputy Principal</u>			
<i>If registration is conditional, please state the condition(s) and the date by which each condition must be met:</i>			
Condition 1: _____		Expiry Date: _____	
Condition 2: _____		Expiry Date: _____	
Condition 3: _____		Expiry Date: _____	
Pending: <i>If pending, please state the date of submission of application:</i> _____			

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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
Guardian Angels NS, Blackrock, Co Dublin	1 st September 1992 13 th November 1994	6 th Class Teacher	From:1/09/1992 To:13 th /11/1994
St Brendan's NS	November 14 th 1994 August 30 th 2010	Class Teacher	From:14 th /09/1992 To: 30/08/2010
			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
St Brendan's NS	Myna, Kilmeena, Westport Co Mayo	Principal Teacher	From:01/09/2010 To: Currently
			From: To:
			From: To:
			From: To:

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OTHER RELEVANT EMPLOYMENT EXPERIENCE - MOST RECENT FIRST			
Employer/Project	Position	Duties	Dates
Mayo GAA	Coordinator of Cul Camps	Ensuring every camp had the necessary coaches, equipment and all child safe guarding procedure in place	From: Summer 2006 To: Summer 2018
Multi Sport/Art/Drama Camps	Coordinator	Manager of numerous camps ran at Rice College Secondary school.	From: Summer 2018 To: Summer 2020
Department of Education	Coordinator	Ensuring the smooth running of the camps on a daily basis. Monitoring the work carried out by the staff members and reporting back to the Department of Education and skills	From: July 1 st 2021 To July 14 th 2021

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
IPPEN	2019	Leadership
Mayo GAA	2018/2019	Level one and Level 2 coaching
Mayo Education Centre	2019	ICT

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AREAS OF SPECIAL INTEREST – CURRICULAR /OTHER	
Area	Expertise/Experience
GAA	Former Chairperson, secretary and assistant treasurer of Kilmeena GAA club. Also currently involved in under age management and member of the executive committee. I am also the cultural and Irish Language officer. I am heavily involved in Cumann na Mbunscol and have previously held the position of area secretary.
Community Centre	Current secretary and project manager of new development.
Drama	Member of St Patrick's Drama Group
INTO	Area secretary for the district 4 INTO Branch
Community Library	Founder and coordinator of local community library

LEADERSHIP AND MANAGEMENT FRAMEWORK

The Quality Framework for Leadership and Management in Irish schools, set out in *LOOKING AT OUR SCHOOLS 2016 - 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

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Summarise your experience/key achievements to date under this criterion. Please illustrate with examples which effectively demonstrate your competency under this domain.

I strive with my leadership colleagues to foster a culture of learning based on high expectations and rooted in reflective practice. Our planning groups promote stimulating content that keeps learners active and motivated.

We use innovative programmes and approaches such as Literacy Lift Off, Station Teaching, Reading Recovery, Aistear to name a few. Such collaborative programmes ensure sharing of good practice with the aim of improving outcomes for pupils while at the same time teachers share and extend their knowledge and personal skills.

Those of us in leadership roles value diversity and challenge discrimination in our school. We have a strong commitment to supporting the children of our community with special educational needs.

As a teacher, we all need to show good practise and set very high standards. I always have pride in my classroom, modern displays and a setting that inspires thinking. Displays outside ones classroom also motivates and encourages other teachers to do likewise. As a principal of a school, I visit classrooms on a regular basis to encourage and praise displays of work by the children.

The staffroom is also an opportunity to create an environment for sharing ideas along with Croke Park hours and staff meetings.

It is so important that all staff have the necessary resources at their disposal. Everyone staff members needs the tools of the trade, from the classroom teacher, support teachers and staff in the autism unit. A fair distribution of resources is essential.

As a leader of a school community, we must manage the organisation in an effective and productive manner. All education parties must be constantly kept on board and clear and open communication with Board of Management, staff, P.A families and all others associated with the school.

We must ensure all policies are effective and adhered to.

I support my colleagues in undertaking professional development as opportunities arise. Often too we can “tap into” expertise on our own staff to explore best practice and increase capacity on staff.

I have always facilitated staff members to participate in all courses and areas over the years, It is always important to equip ourselves with new tools which will enhance the learning and wellbeing in our school. Sharing good practice and giving people responsibility enhance the atmosphere among staff.

The Board of Management and leadership team are committed to implementing the primary school curriculum in all aspects. We have undertaken an examination and review of our practice as we implement the new Primary Language Curriculum. We opted to receive sustained support from the PDST in recent months and are currently working with a facilitator to create a whole-school approach to Oral Language .Our school policies are deliberately shaped to meet the needs of our pupils and staff; the Board has a work schedule which currently includes policies such as the following: Dignity in the Workplace, Data Protection and Critical Incidents.

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.

The Board of Management and I as principal, are fully cognisant of our duties and responsibilities to ensure compliance in a timely manner in respect of mandatory policy areas. We publish policies on our website for viewing by our school community including our child safeguarding policy, admissions policy and child protection.

Our Chairperson and I collaborate on key matters to ensure good organisational structures and practice in the school. For example we delegate roles and then work with Board personnel in many capacities e.g. health and safety in the school, budget preparation, maintenance routines, purchase of equipment. These actions help provide the best environment for the school to function effectively in support of pupils' learning needs and promote the use of modern teaching methodologies.

The school atmosphere and environment must be warm, safe and friendly for everyone in the school. It is essential that every single child and adult feels safe and supported. We all need very clear guidelines to ensure the effective running of the school on a daily basis. We are fortunate to have so many platforms in order to communicate with families regarding what is happening in the school. However, face to face meetings are crucial also to deal with many concerns or questions people may have. I have also had an open door policy at the school. I have and will always facilitate meetings both during and after school to support families in any way the school can.

Our school has seen significant developments over the years and additional staff members joining us. Over the years we as a board have worked with the Department of Education on numerous building projects. We have put in place every possible recourse to improve and assist children with their learning and working with outside agencies to support our plans. We have managed our accounts very well indeed and have and we are in a very good position regarding all aspects of finance. It is very important to plan for additional resources and during my twelve years of principal, I have gained valuable experience in planning for the present and indeed into the future.

In the teaching profession, one is always presented with different challenges on a daily basis. Over the years I have dealt with many complex and indeed challenging situations. Every situation is different and must be dealt with on its own merits. I believe in listening carefully to the concern and taking all sides on board. Experience has taught me never to make a rash decision. When one takes time to make a decision, it gives all sides an opportunity to think and assess. I always believe in fairness and equality.

We are responsible and accountable for our actions and work on a daily basis. It is the responsibility of the principal to ensure that learning is consistent and of the highest standards possible. Every teacher has a crucial role in ensuring the wellbeing, happiness and academic achievements of every child in the school. This is achieved through proper and effective lessons plans and policy. These plans are kept on file by the principal also to encourage and promote effective teaching and learning.

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.

My vision for our school is the creation of a learning community that is thriving as a consequence of the partnership of staff, pupils, Board of Management / Patron and parents. There is a need to continually communicate a message of high standards. There must be clear communication also to our community that the potential and needs of the individual pupil will be nurtured. This is especially important from the outset in any new learning community. I am conscious of the key role the principal has in guiding this vision.

Every school is different. Every school has its own sense of identity.

Over the years our school has been the focal point of the community. We have a fantastic relationship with all the local organisations and community groups. We have had numerous events in the school to welcome the wider community. We have had Grandparents Days, 5K runs, Sale of Works, open library evenings, information talks on numerous topics and Communion and Confirmation parties. We have supported the community during incredibly happy times and indeed through the sad times. Our children have a great sense of community spirit.

We have invited numerous groups to speak to the children at assembly over the years. We feel it is crucial that our children play a role in their community and have a great sense of community identity and spirit. We have a great relationship with our families and meet on numerous occasions with the P.A to work together on new ideas and initiatives. Families know that we are available to help in any way we possibly can. I live in the parish. I am involved in the local GAA club and manage the local community centre. I meet families outside school every evening and enjoy a positive and healthy relationship with them. We are fortunate to work many local businesses both locally and in the town of Westport. The children visit many factories and companies each year to see at first hand the work that is carried out. We believe that there are huge opportunities for children's learning outside the school building!

We are living in a constant changing environment. Every day we are faced with new challenges and we need to be willing to adapt and better ourselves to face these changes. It is crucial that the best platforms and structures are put in place to assist the team in dealing with such challenges.

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.

Schools are fast-paced environments yet if we are to grow as practitioners we need to create space for self-reflection and dialogue with colleagues. Through strategic use of staff / committee meetings and Croke Park Hours my colleagues and I have established priorities that are balanced and realistic in terms of output.

As principal of St Brendan's National School, I have gained great experience in working with all groups of people in the school environment. I believe in team work and ensuring that every opinion is taken into account and respect is always at the fore. As leaders we must evaluate the best option and decision to make and stand by our decisions. It is so important that every staff member is appreciated for their work and that they feel supported and very much part of the team.

Throughout my time as principal, I have always encouraged staff members to further develop their skills and roles. Many of the staff have completed master's degrees during their time in the school. Some are part of the DROICHEAD programme and staff members have also worked with the PDST. I have always facilitated release time for staff to attend courses that will give an additional skill set to them which will enhance the education/wellbeing of all children in their care.

We always promote pupil participation in all aspects of school life. Our children are on various committees in the school. The new school library is run by children from various classes and this rotates per term. All the decision making and book purchases are made by the children under the guidance of the principal and vice Principal. Children are given the opportunity to display their talents at assembly on a Monday morning where we all meet and discuss the activities planned for the week ahead.

Our pupils are key stakeholders in our schools and their voice is essential in SSE processes in the past we sought the views of pupils on their own learning and the results, whilst always informative, impacted on teachers' planning going forward. In my current school we have the shared goal of a quality education for all. Children can offer unexpected insights into our best-laid plans.

I am very fortunate to work with principals from neighbouring schools and indeed throughout the county. I have a great relationship with them and we often share ideas and new policy with them. It is fantastic to have many colleagues to seek advice on certain situations and build trust and respect. I am a member of the IPPN (Irish Primary Principals' Network) and have enjoyed meeting principals from throughout the country at Principal forums.

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]

I have been principal teacher at St Brendan's National School for the past twelve years. Throughout this time I have enjoyed working with a wonderful staff, Board of Management, P.A, parents and children. We have worked together to achieve significant developments at the school. We have completely renovated the entire school building and have added four extensions. We also have a new set down area, new yards, football field, astro turf pitch and a new playground. The school building is a credit to the entire community.

Over the years our school has taken part in countless projects and activities. We were awarded a national title by President Michael D Higgins for a water project and received national and international recognition. A delegation from National Geographic came to our school from the USA to work with us in promoting the same template in the USA for water conservation. We operate a school/community library every Thursday in the evening time for the children at our school. We recently were awarded a complete new school library to the value of €20,000 with authors and illustrators working with the children over a three year period.

The school is an integral part of the community and we receive incredible support from the parish. Our Department of Education whole school evaluation highlights the work and achievements of our school in recent times.

We have numerous projects running in our school throughout the year from workshops from Junior Achievement Ireland, New language module, authors and illustrator workshops to name a few. The children visit the Croagh Patrick Seafood's as part of a BIM project and we have numerous field trips to places of interest for educational purposes. The school is currently working on an Erasmus project which will involve working with schools and principals in various countries throughout Europe.

Our children take part in many sporting events and have won numerous county titles.

The atmosphere in the school is always welcoming and our staff work together to ensure the happiness and wellbeing of every child in our care. I am very proud of our achievements to date and the safe and happy learning environment we have created together. The school is in a very strong position and continues to strive due to the hard work and cooperation of all parties involved.

The most important part of our school is the learning and fun that takes place each day in the classrooms and the school yard. We take great pride in having a school that strives to ensure the happiness, wellbeing and academic development of every child attending our school.

We are all educators. The fire for education burns strongly inside me. I look forward to many new challenges in the years ahead.

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NAMES & CONTACT DETAILS OF REFEREES*			
Referee 1		Referee 2	
Name	Mr Kieran Geraghty	Name	Fr Jim Walsh
Role	Principal Teacher	Role	
Address	Knockrooskey National School Westport Co Mayo	Address	Myna, Kilmeena, Westport Co Mayo
Work Tel Number	098 35276	Work Tel Number	09841270
Home Tel Number	0876502083	Home Tel Number	098 41270
Mobile Number	0876502083	Mobile Number	0876736454
Referee 3			
Name	Nessa Maloney		
Role	Principal Teacher		
Address	St Angela's National School Castlebar, Co Mayo		
Work Tel Number	094 9022902		
Home Tel Number	0878531213		
Mobile Number	0878531213		

*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.

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Signature Michael Carney

Date 17/05/2022