

APPLICATION FORM FOR DEPUTY PRINCIPAL POST**DELETION OF ANY FIELD WILL INVALIDATE THIS APPLICATION****Applicants, Please note:**

1. Completed Application Forms and a Letter of Application, **(4 signed hard copies)**, should be returned to: Mr. Marcus O'Philbín, Chairperson Board of Management, Saint Mark's S.N.S., Springfield, Tallaght, Dublin 24, D24FV07. (Registered Post is recommended)
2. The completed Application Form must be submitted on or before Monday 3rd February 2020 by 2.30 pm. Late applications will neither be accepted nor considered.
3. Please see attached the **Roles and Responsibilities** for the post, Pages 11-13. These are based on the Leadership and Management Needs and Priorities as identified by the school following consultation and using the Leadership Framework set out in Circular 0044/2019.
4. The Roles and Responsibilities are subject to change after review according to the procedures set out in Circular 0044/2019.
5. The appointment will commence on Monday 9th March 2020.
6. Please type all applications. Handwritten forms will not be accepted. Boxes may be expanded as required and please comply with maximum word count requirements.
7. No Curriculum Vitae, Written References or Certificates should accompany this Application Form.
8. The Board of Management will nominate a date and time for interviews which cannot be altered.
9. This appointment is being advertised both internally and nationwide. See the following notes regarding eligibility:
 - Teachers who are in a Permanent or Temporary Position and fully registered with the Teaching Council under regulation 2 (Primary) may apply.
 - Candidates must have 5 years recognised teaching service, two of which must be in a recognised Primary School within the Republic of Ireland.
 - Teachers who are on approved leave, such as sick leave, maternity leave, parental leave or career break are eligible to apply for this position.

The successful candidate will be required to present original documents in relation to teaching or other qualifications prior to appointment.

For office use only	Received by:	Date:	Time:
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All information provided in this form is confidential to the Selection Board

APPLICANT'S PERSONAL DETAILS			
Name (as per Teaching Council Register)			
Correspondence Address Text Box, write here	Mobile Phone No		
	Landline No.		
	E-mail Address		
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			
<p>Registration Number: _____</p> <p>Registered under Regulation (please tick as appropriate):</p> <p>Regulation 2 (Primary) <input type="checkbox"/></p> <p>Regulation 3 (Montessori and Other Categories) <input type="checkbox"/></p> <p>Regulation 4 (Post-primary) <input type="checkbox"/></p> <p>Regulation 5 (Further Education) <input type="checkbox"/></p> <p>Registration Status: Full <input type="checkbox"/> Conditional <input type="checkbox"/></p> <p><i>If conditional, please state the condition(s) and the date by which each condition must be met:</i></p> <p>Condition 1: _____ Expiry Date: _____</p> <p>Pending: <i>If pending, please state the date of submission of application:</i> _____</p> <p>Have you completed the registration condition of Probation? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes in what setting? Mainstream <input type="checkbox"/> Restricted <input type="checkbox"/></p>			

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).

School Name & Address	Dates of service in the school	Position(s) held	Dates
			From: To:

POST(S) OF RESPONSIBILITY HELD (IF ANY) – MOST RECENT FIRST

School Name	Address	Position(s) held	Dates
			From: To:

ADDITIONAL QUALIFICATIONS E.G. ICT, SEN, CERTIFICATE TO TEACH RELIGION (IF 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

PLEASE PROVIDE A BROAD OVERVIEW OF YOUR EXPERIENCE OR KNOWLEDGE OF MANAGING THE ORGANISATIONAL ELEMENTS IN YOUR SCHOOL CONTEXT (150 WORDS APPROX.)

Text Box, write here

OUTLINE ANY PREPARATION, RELEVANT TRAINING OR ADDITIONAL QUALIFICATIONS THAT YOU HAVE UNDERTAKEN WITHIN THE LAST FIVE YEARS TO PREPARE YOU FOR DEPUTY PRINCIPAL POST (PROFESSIONAL DEVELOPMENT / IN-SERVICE OR OTHER FORMS OF PREPARATION) START WITH THE MOST RECENT AND WORK BACKWARDS.

(150 WORDS APPROX.)

Text Box, write here

DESCRIBE BRIEFLY AN AREA OF LEADING THE LEARNING AND TEACHING IN YOUR SCHOOL CONTEXT WHICH YOU HAVE EXPERIENCED. WHAT KEY SKILLS AND KNOWLEDGE HAVE YOU DEVELOPED AS A RESULT?

(150 WORDS APPROX.)

Text Box, write here

OUTLINE YOUR VISION FOR WHAT SCHOOL DEVELOPMENT MIGHT ENTAIL IN AN EFFECTIVE SCHOOL.

Text Box, write here

DESCRIBE WHAT YOU BELIEVE TO BE THE CHARACTERISTICS OF AN EFFECTIVE SCHOOL.

Text Box, write here

DESCRIBE BRIEFLY YOUR THOUGHTS ON BUILDING LEADERSHIP CAPACITY IN A SCHOOL.

Text Box, write here

DESCRIBE WHAT YOU BELIEVE TO BE THE CHARACTERISTICS OF AN EFFECTIVE DEPUTY PRINCIPAL.

Text Box, write here

WHAT ASPECTS OF YOUR MOST RECENT EXPERIENCE HAVE PREPARED YOU FOR THE ROLE OF DEPUTY PRINCIPAL?

Text Box, write here

WHAT STRENGTHS OR QUALITIES WOULD YOU BRING TO THIS PARTICULAR POST?

Text Box, write here

WHY HAVE YOU APPLIED TO BECOME DEPUTY PRINCIPAL OF SAINT MARK'S SENIOR NATIONAL SCHOOL?

Text Box, write here

AREAS OF SPECIAL INTEREST – CURRICULAR /OTHER

Area	Expertise/Experience

OTHER RELEVANT EMPLOYMENT EXPERIENCE - MOST RECENT FIRST

Employer/Project	Position	Duties	Dates
			From: To:

ADDITIONAL INFORMATION IF ANY (NOT ALREADY MENTIONED) TO SUPPORT YOUR APPLICATION.

Text Box, write here

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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 _____

Roles and Responsibilities

Circular 0044/2019 states: *'While the Principal is ultimately responsible to the Board of Management for the management and leadership of the school, the Deputy Principal occupies a position of vital importance within the senior leadership team in a school. Shared leadership requires openness and willingness on the part of Principals and Deputy Principals, to share and to distribute leadership and management responsibilities in a manner that encourages and supports partnership. The Deputy Principal co-operates with the Principal in the fulfilment of the Principal's role and acts or deputises as the Principal in the Principal's absence.'*

The Deputy Principal has specific responsibility for agreed duties as listed under the the following Domains:

- **Leading Learning and Teaching**
- **Managing the Organisation**
- **Leading School Development**
- **Developing Leadership Capacity**

The Deputy Principal is required to:

1. Have detailed knowledge of the day to day running of the school in all its aspects. Assist the Principal in the day to day organisation, duties and supervision of the school. Check in each morning with the Principal for briefing on the daily programme in school. Meet weekly for strategic planning. Meet quarterly for reflective practice.

Monitor the supervision of pupils during school hours; organise the daily yard duty roster, standby duty roster, casualty roster and all other relevant time tabling needs.

2. In the absence or unavailability of the Principal, the Deputy Principal will be in charge of the school and deputise for the Principal at school or at other school related meetings and events. The Deputy Principal will be able to carry out all the duties and responsibilities of the Principal when so required, including assuming the duties of the Child Protection Designated Liaison Person.

3. Attend meetings on behalf of the Principal and be willing at all times to work in partnership and as a team member in exploring the role of Leadership and Management in our school.

4. Assist the Board of Management and the Principal in the formulation of school policies; overviewing the progress of the Plean Scoile and School Self Evaluation. Take lead responsibility in partnership with the principal and relevant staff in managing change in an agreed curricular area each year e.g. English, Maths, Gaeilge etc. This will depend on the changing needs of the school. Schedule and participate in the development and revision of curricular plans. Assist with the drawing up of the school plan in consultation with staff, updating of the School Plan and assist with the School Self Evaluation process.

5. Oversee the co-ordination of the Special Educational Needs Provision and the Special Needs Team within the school, in consultation with the Principal. There are a number of duties associated with SEN which will be discussed with the successful candidate on appointment. (e.g. SEN Timetables, organisation of assessments, liaising with other SEN Professionals etc.)

6. Assist the Principal with the annual statistical returns to the D.E.S. including Census, EAL and Standardised Tests. Organisation and oversight of Annual Summer Reports for parents.

7. Assist with formation of class groups in consultation with the Principal.

8. Represent the staff on the Parent Teacher Association and make arrangements in agreement with the Principal, Staff and BOM, for effective communication with parents.

9. Mentor and motivate Staff in co-operation with the Principal.

10. Update School Registers annually in June (all students) and in September (for new pupils to the school).
11. Support the Principal in fulfilling any other duties appropriate to the role of Deputy Principal, as the need arises and as jointly agreed.

It would be desirable that the Deputy Principal:

- Embody the philosophy of Restorative Practice in their relationships with children, staff and parents.
- Promote and encourage positive relationships in the school community.
- Manage conflict in a respectful, inclusive manner in accordance with the school's Code of Behaviour.
- Support the Principal and staff with the implementation of any revised Behaviour Policy.
- Work with the teachers and other school staff to enable the students to self regulate and interact with others in a restorative manner.

In accordance with Circular 0044/2019, it should be noted that as the needs of the school continuously evolve, a review of duties may result in re-assignment of the role and responsibilities within the Leadership and Management Team.