

Role and Responsibilities of the Deputy Principal in St. Molaga's S.N.S. as they relate to the four domains of leadership and management as outlined in Circular 0044/2019

Domain One: Leading Teaching and Learning-The Deputy Principal:

- *Lead the development, implementation and monitoring of the Digital Strategy (in consultation with AP 2) related policies and professional development.*
- *Co-ordinate Special Education provision; timetables, roles and responsibilities, resources, continuing professional development and monitoring progression of SEN pupils through the school.*

Domain Two: Managing the organisation-The Deputy Principal:

- *Manage and maintain records and plans for pupils with additional medical needs.*
- *Manage and coordinate IT grant, IT resources/infrastructure, development and maintenance of school IT devices.*
- *Manage school website/ Google Workspace in consultation with APs.*
- *Have responsibility for assistive technology policy, Internet/Social media acceptable use policy and related resources.*
- *Coordination and management of Special Education; overseeing and ensuring completion of relevant timetables, SEN records for teachers, SNAs and pupils.*
- *Management and organisation of playground supervision rosters.*
- *Management and organisation of Substitute cover for all staff, in consultation with the Principal.*
- *Liaison with junior school in relation to school closures and transfer of incoming pupils to third class.*
- *Assist the Principal in the day to day running of the school, as required. Deputise for principal when they are absent*

Domain Three: Leading school development-The Deputy Principal:

- *Continue to uphold and develop the school's ethos and lead the school to evolve and develop in our community.*
- *Contribute to the development of School Self Evaluation and the ongoing engagement of the staff and pupils in SSE as well as managing, leading and mediating change to respond to the evolving needs of the school and to changes in education.*
- *Lead the development, implementation and monitoring of the School's Music Policy, Special Ed policy, Acceptable Use Policy, Administration of Medicines Policy.*

Domain Four: Developing leadership capacity-The Deputy Principal:

- *Review and reflect on their role and its development*
- *Develop leadership capacity of all staff*
- *Liaise with student council and other student groups/committees*
- *Build professional networks with other school leaders through involvement in leadership organisations, network groups and professional development opportunities.*

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. Acting as Principal does not confer automatic right of succession to principalship.

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.

APPLICANT'S PERSONAL DETAILS

Name (as per Teaching Council Register)			
Correspondence Address		Mobile Phone No.	
Address Line 1:			
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:* _____

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
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			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

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 _____