

The roles and responsibilities for this post will relate to each of the four domains as specified in circular 0070/2018.

Domain 1: Leading Teaching and Learning

- Provide guidance on the documentation and planning within the special education model.
- Develop documents in line with the Continuum of support for the support team.
- Organise, facilitate and oversee Co-operative student placement and interviews.
- Oversee NQT & PST engagement & procedures.
- Co-ordinate and oversee personnel & timetabling for group teaching with Station Teaching, Literacy Lift Off and Supported Literacy Hour formats.
- Creation of annual school reports.
- Advise on programmes for social and emotional development.
- Promotion of positive discipline strategies and restorative practice.

Domain 2: Managing the Organisation

- Oversee Timetabling.
- Yard & Lunch supervision.
- Ensure there is adequate supervision on the yard.
- Special Education Teacher support.
- Organisation of SNA support.
- Organisation of Student Placement.
- Organisation of assembly timetable.
- Liaise with parents both formally and informally through meetings and open communication.
- Liaise with substitute teachers regarding school procedures and their duties.
- Organising and overseeing the implementation of the RSE programme.
- Organisation of Station Teaching, Literacy Lift-Off and Supported Literacy Hour timetables.
- Monitor of the School Intranet.
- Monitor Monthly Reports of SEN staff.
- Deal with any behavioural issues which may arise.
- Arrange class cover due to absences.
- Meet teachers formally & informally to discuss children & updates.
- Attendance – Liaise with Tusla, quarterly reports summaries, annual attendance, letters to parents.
- Assist the Principal in any issues or duties which may occur in the daily life of the school.
- Assist the Principal with policy development.
- Act as Principal on absence of the Principal
- Act as Designated Liaison person in the absence of the Principal

Domain 3: Leading School Development

- Communicate changes to the staff through staff meetings and e-mail.
- Liaise with University College of Limerick & Mary Immaculate College for co-op student placement as classroom assistants.
- Support NQT & PST teams in the Droichead process.
- Maintain school programmes and files for advice on relevant educational strategies, initiatives and social and emotional developments.
- Promotion of the new SEN model & associated documentation.

All information provided in the application form is confidential to the Selection Board

- Continuous engagement in CPD.

Domain 4: Developing Leadership Capacity

- Meet with post holders on a regular basis, affirming their work as leaders of learning in the school community.
- Support standard co-ordinators in their role.
- Encourage and facilitate CPD and organise for the teachers attending to feed the new learning back to staff members.
- Encourage, support and facilitate staff to lead and take on new initiatives and projects.
- Liaise with other school leaders through support networks.
- Provide opportunities for teachers to network, assimilate and become proficient, through sharing of best practice within their own school and in other school settings.

APPLICATION FORM FOR SCOIL ÍDE DEPUTY PRINCIPALSHIP

DELETION OF ANY FIELD WILL INVALIDATE THIS APPLICATION

Applicants, please note:

- 1 If the advertisement states that electronic applications will be accepted, the Application Form should be emailed to the dedicated email address provided in the advertisement and only to that address.

If applications are required to be submitted by post, the Application Form must be sent to the Chairperson's address as specified in the advertisement.

- 2 The completed 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 **DO NOT**
 - enclose/attach a separate letter of application or
 - enclose/attach a Curriculum Vitae

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:
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APPLICANT'S PERSONAL DETAILS			
Name (<i>as per Teaching Council Register</i>)			
Correspondence Address		Mobile Phone No	
		Landline No.	
		E-mail Address <i>(Please print clearly if completing in handwritten format)</i>	
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 (<i>please tick as appropriate</i>):			
Regulation 2 (Primary)		<input type="checkbox"/>	
Regulation 3 (Montessori and Other Categories)		<input type="checkbox"/>	
Regulation 4 (Post-primary)		<input type="checkbox"/>	
Regulation 5 (Further Education)		<input type="checkbox"/>	
Registration Status: Full <input type="checkbox"/> Conditional <input type="checkbox"/>			
<i>If 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> _____			
Have you completed the registration condition of Probation? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes in what setting? Mainstream <input type="checkbox"/> Restricted <input type="checkbox"/>			

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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
			From: To:

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

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

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			From: To:
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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 THE ROLE OF MANAGEMENT IN A SCHOOL CONTEXT. (150 WORDS APPROX.)

**PLEASE OUTLINE ANY PREPARATION YOU HAVE UNDERTAKEN WITHIN THE LAST FIVE YEARS TO PREPARE YOU FOR DEPUTY PRINCIPALSHIP (PROFESSIONAL DEVELOPMENT / IN-SERVICE OR OTHER FORMS OF PREPARATION).
(150 WORDS APPROX.)**

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

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

WHAT IS YOUR PERSONAL VISION FOR THE ROLE OF DEPUTY PRINCIPAL IN A SCHOOL?

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

WHAT DO YOU REGARD AS THE KEY ISSUES IN EDUCATION AND HOW DO THESE IMPACT ON THE ROLE OF DEPUTY PRINCIPAL?

WHY HAVE YOU APPLIED TO BECOME DEPUTY PRINCIPAL OF THIS PARTICULAR SCHOOL?

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 (NOT ALREADY MENTIONED) TO SUPPORT YOUR APPLICATION.

NAMES & CONTACT DETAILS OF REFEREES*

Reference 1		Reference 2	
Name		Name	
Role		Role	
Address		Address	
Work Tel Number		Work Tel Number	
Home Tel Number		Home Tel Number	
Mobile Number		Mobile Number	
Reference 3		Reference 4	
Name		Name	
Role		Role	
Address		Address	
Work Tel Number		Work Tel Number	
Home Tel Number		Home Tel Number	
Mobile Number		Mobile Number	

***Please Note:**

1. Only those referees who know you in a professional capacity should be included. At least 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. If the current employer (*where applicable*) is not named as a referee, the Selection Board reserves the right to seek a reference from the current employer.
5. The Selection Board in its sole discretion will determine the suitability of any reference. The Selection 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 _____

All information provided in the application form is confidential to the Selection Board