



CENTRE FOR SCHOOL LEADERSHIP (CSL)

Application form for the role of COORDINATOR

Name of applicant _____

Applicant Sector: Primary _____ or Post - Primary _____ (Insert X for the appropriate sector)

Notes for Applicants

1. Completed application forms must be submitted as an e-mail attachment only by **Friday the 3rd May 2019 at 3pm** to office@cslireland.ie
2. Late or incomplete applications will not be accepted
3. Receipt of completed application forms will be acknowledged
4. Only information submitted on the application form provided will be considered. CVs will not be accepted
5. CSL will retain this application form for no longer than 12 months after the closing date for applications
6. If you have a disability which requires reasonable adjustments at the selection interview, or which needs to be taken into account when considering your application, please let us know
7. Canvassing, either directly or indirectly, will disqualify
8. Clare Education Centre is an equal opportunities employer
9. Data Protection: The main purpose for which Clare Education Centre requires the personal data provided by you is for consideration of recruitment to the Centre for School Leadership (CSL). The personal data provided may be exchanged with the Department of Education & Skills for verification of your eligibility for recruitment. Full details of Clare Education Centre's data protection policy setting out how your personal data will be used, as well as information regarding your rights as a data subject are available upon request. This can be found at <http://www.clareed.ie/>
10. This post is open to all qualified teachers who hold a recognised post in a recognised primary or post-primary school, and are fully registered with the Teaching Council under the appropriate Teaching Council Registration Regulation (i.e. Regulation 2 or 4 of the Teaching Council (Registration) Regulations 2009 up to 25th July 2016 or Route 1 or 2 of the Teaching Council (Registration) Regulations 2016 and The Teaching Council (Registration) (Amendment) Regulations 2016 thereafter)

For Office Use Only	
Date Received	
Application Number	



Section A

1. Personal details

Name		
Address		
Teaching Council No.		
Education sector (per Teaching Council Registration)		
Telephone numbers	Home	Mobile
E-mail		
Driving licence (please tick)	Full licence	Provisional licence

2A Employment History. Please briefly note your employment history, beginning with your current/most recent role

Dates	Name of School/ Education Setting and Roll No. (where relevant)	Position Held / Post of Responsibility	Employment Status (permanent/temporary /CID)	Category of School/ Education Setting



2B. Are you currently on secondment?

Yes	
No	

If yes, please provide secondment details

Organisation / Support Service Name			
Address			
Telephone Number		Email	
Position		Number of Years in this Position	
Brief Description of Position and Duties undertaken:			

2C Have you previously been on secondment from a teaching post?

Yes	
No	

If yes please give details:

Organisation / Support Service Name	From - To	Description of duties undertaken

2D. Subjects or programmes taught (applicable to Post - Primary only)

Subject/Programme	Level	From - To

3. Competency in, and ability to work through, the medium of the Irish language – please indicate by ticking a box, as appropriate

Very Good		Good		Fair		Poor	
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4A. Third Level Qualifications, including post-graduate

Year(s)	Title	Major Subject(s)	Awarding Body	Grade Obtained	NFQ Level

4B. Ongoing Study – Please detail any education programmes in which you are currently engaged and estimated date of completion

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4C. Other Qualifications/Training – Please detail any other relevant qualifications you hold/professional development programmes undertaken

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5 Association with professional groups/professional membership

Professional Group	Brief Details of Role	From-To



Section B

The following section asks you to provide an overview of how you meet the skills and experience required in relation to the criteria for this role in the job description. Candidates should refer to the job description and demonstrate their ability to meet these requirements.

Please ensure that your response in each case does not exceed 150 words.

- 6. Please provide one example of how you led a specific initiative in your school that resulted in the building of leadership capacity**

	<ul style="list-style-type: none"> • What worked well? • Were there challenges along the way with this and what would you do differently if you were to start again? • How did this impact pupils'/students' learning outcomes and experiences? • Please state also how these skills may be applied in the role of Coordinator for which you are applying
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- 7. Provide one example of how you have led professional learning in your school/ organisation**

	<ul style="list-style-type: none"> • What was the focus of your contribution? • How did this impact on the participants' experience of the professional learning? • How will the skills you developed and employed be used in the role of Coordinator for which you are applying?
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- 8. Provide one example of how you have led in the area of school development or school self-evaluation (SSE) or school improvement**

	<ul style="list-style-type: none"> • What was the focus of your contribution? • How is this now impacting on the learning outcomes/experiences of the pupils and what are the next steps needed? • Please state also how the skills used in the school improvement process may be applied in the role of Coordinator for which you are applying
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9. Provide one example of how you successfully applied/used your leadership and management skills in the context of past and current employment in leading teaching and learning

	<ul style="list-style-type: none"> • What challenges did you encounter? • What may have been the reason for the challenge? • How did you overcome the resistance/challenge? • How was the impact measured? • How would these skills apply to the role of Coordinator for which you are applying?
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10. Outline your level of competence in Digital Technologies and provide one example of how your skills were applied successfully in the context of 1) Administration and Planning 2) Communication 3) Online learning

	<ul style="list-style-type: none"> • Which Digital Technology competence is your strongest? • Which represents an area for further development? • How would these skills/competencies apply to the role of Coordinator for which you are applying?
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11. Please outline what you see as the 4 key leadership priorities for schools and in particular, for school leaders this year, and for the years ahead. Please rank them in order of importance

	<ul style="list-style-type: none"> • Clarify what has guided your thinking on this • How would you see the role of a coordinator contribute to enabling/empowering schools in working on these priorities?
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12. References – please provide details of two people from whom references may be obtained.

Contact details – Referee 1

Referee's name	
Position	
Address	
Telephone numbers	
E-mail	

Contact details – Referee 2

Referee's name	
Position	
Address	
Telephone numbers	
E-mail	

I hereby declare that I have complied with all the requirements on the relevant Secondment Circular 29/2018 and the eligibility criteria outline for this roll. All the particulars furnished in connection with this application are true, and I am aware of the qualifications and particulars for this position. I understand that I may be required to submit original documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification or render me liable to dismissal, if employed.

CSL / Clare EC reserve the right to seek additional or alternative referees if deemed appropriate.

I hereby certify that all information provided on this application form is true and correct:

Signature of applicant _____

Date _____