



APPLICATION FORM
FOR THE POSITION OF
DEPUTY PRINCIPAL

The High School, Zion Road, Dublin 6

Name: _____

This form should be returned by EMAIL ONLY to recruitment@highschool.ie.

Applications received after 5.00 pm on Friday 12 May will not be considered for processing.

The date for interview will be Wednesday 17 May; please note there may be more than one interview.

No letter of application or CV should accompany this form.

Do not change the question numbers or sequence; all questions must be answered.

The Application Form should be completed in block capitals or typed in Arial font size 12.

The total number of pages (including this cover sheet but excluding the checklist and the notes pages) should not exceed 18.

Please ensure that you sign the form.

1. PERSONAL

1.1 Full Name:

1.2 Full Address:

Telephone:

Mobile Number:

Email:

1.3 Current position and where employed:

1.4 Do you have five years qualified teaching experience as per DES Circular 04/98 & PPT05/02?

YES

NO

Place an X in the relevant box

1.5 Are you registered with the Teaching Council?

YES

NO

Place an X in the relevant box

If YES: Teaching Council Registration Number:

If NO: Are you eligible for registration and willing to register?

YES

NO

Place an X in the relevant box

If NO: Please give details:

[Please note that the successful candidate will be paid by the Department of Education (DofE) and will have to fulfil DofE conditions, which include specific registration with the Teaching Council for the Voluntary Secondary School sector.]

2. QUALIFICATIONS

2.1 Primary Degrees/Diplomas

(a) Degrees (Pass/Hons):

University:

Year of Graduation:

Degree Subjects:

(b) Diplomas (Pass/Hons):

University:

Year:

2.2 Post Graduate Degrees/Diplomas (Pass/Hons):

Qualifications:

Institution:

Year of Entry:

Year of Graduation:

Subjects studied:

2.3 Other Relevant Qualifications (Pass/Hons):

3. PROFESSIONAL MANAGEMENT/LEADERSHIP DEVELOPMENT

- 3.1 List any management/leadership courses not included in Section 2 above. Please include dates of the relevant training and duration of these courses as well as additional qualifications. (Start with the most recent and work backwards)

Name of Course	Name of Organisation/Institution running course	Duration	Date(s)

- 3.2 What key skills and knowledge have you developed as a result of these courses and courses listed in Section 2 above that are relevant to this post?

4. TEACHING AND OTHER RELEVANT EXPERIENCE

- 4.1 Employment (start with the most recent and work backwards). Please indicate whether the position was whole-time (W) or part-time (P).

Dates From	Dates To	Position (W or P)	School or other Institution	Responsibilities

- 4.2 Post(s) of Responsibility or Equivalent (start with the most recent and work backwards)

Dates From	Dates To	Position	School or other Institution	Responsibilities

- 4.3 Other relevant experience (start with the most recent and work backwards)

Dates From	Dates To	Position	Organisation	Responsibilities

- 4.4 Outline briefly your **three** greatest achievements with respect to the above responsibilities:
- 4.5 List, with outline dates, any extra-curricular activities in which you are or have been involved (start with the most recent and work backwards):
- 4.6 How have your experiences outlined above (4.1 to 4.5) prepared you for the role of Deputy Principal?

5. ROLE AND FUNCTION OF DEPUTY PRINCIPAL

A number of key competencies have been identified as being essential for the effective performance of the role and function of Deputy Principal as follows:

- Leadership in a Faith School
- Organisational and Administrative Skills
- Strategic Development and Management Competencies
- Relationship Management and Interpersonal Skills
- Self-awareness and Self-management Skills

Each competency is defined below and you are required to provide, under each competency area, an example of where you have displayed that competency. The example may be drawn from your practise in various settings including professional, social, sporting, or voluntary experience.

The same selection criteria as listed above will apply to the interview process. The Selection Committee/Interview Board will notify candidates called to interview of the marking scheme to be used during the interviews. Each candidate interviewed will be provided with his/her marks under each selection criterion in the notification of the outcome of the competition.

- 5.1 ***Leadership in a Faith School*** promotes the building of a school community in its religious tradition and in accordance with the values of the school's mission statement and expressed philosophy. It focuses on improving instruction to enable teachers to teach at their best and pupils to learn at their utmost. It fosters a climate of trust that motivates and inspires others to commit to ongoing development that will support the

educational and spiritual goals/objectives of the school. It ensures that results are achieved in a caring and compassionate environment.

Outline **ONE** example of how and where you have displayed this competency:

- 5.2** ***Organisational and Administrative Skills*** use a range of system supports and processes to establish a systematic course of action for self and/or others to ensure successful outcomes. This involves setting priorities, goals, and timetables to ensure effective use of time and available resources.

Outline **ONE** example of how and where you have displayed these skills:

- 5.3** ***Strategic Development and Management Competencies*** exhibit skills which demonstrate the ability to take a broad and long term view of the needs of the school's purpose and objectives.

Outline **ONE** example of how and where you have displayed these competencies:

5.4 Relationship Management and Interpersonal Skills involve using a range of communication skills to build and sustain constructive and supportive relationships with all key partners particularly the Principal.

Outline **ONE** example of how and where you have displayed these skills:

5.5 Self-awareness and Self-management skills refer to the ability to accurately perform self-assessments and to keep one's disruptive emotions in check

Outline **ONE** example of how and where you have displayed these skills:

6. CHALLENGES FACING SCHOOLS

6.1 What do you see as the main challenges facing faith-based voluntary secondary schools today?

6.2 How will these challenges impact on the role of Deputy Principal?

7. PERSONAL VISION

7.1 Outline your personal vision of the role of Deputy Principal at The High School:

7.2 How would your leadership style contribute to the achievement of that vision?

8. CHARACTERISTIC SPIRIT

8.1 Outline the ways in which you have supported the characteristic spirit of the school(s) in which you have been employed:

8.2 Outline which aspect of The High School ethos statement you would particularly like to promote in this role and explain why:

9. VETTING DECLARATION:

If this section is not completed, your application will not be considered for processing.

9.1 Have you been investigated by the Gardaí, HSE, or your employer in relation to substantiated complaints made concerning your treatment of children?

YES

NO

Place an X in the relevant box

9.2 Were you the subject of any allegation of criminal conduct or wrongdoing towards a minor?

YES

NO

Place an X in the relevant box

9.3 Are you aware of any material circumstance in respect of your own conduct which touched/touches on the welfare of a minor?

YES

NO

Place an X in
the relevant box

Please note that it is a fundamental term of your employment that you make appropriate full disclosure in respect of the questions outlined above. You should also note that if the school is satisfied, in the future, that you have made an incomplete or inaccurate disclosure, you may face disciplinary action, up to and including dismissal.

The school undertakes that all responses furnished by you in respect of the above questions will be treated as confidential, subject to any reporting obligations which may be imposed on the school, pursuant to “Children First” published by the Department of Children and Youth Affairs, the Child Protection Procedures for Primary and Post-Primary Schools published by the Department of Education and Skills or pursuant to any legal obligation imposed on the school to facilitate the effective investigation of crime.

In the event of you being recommended for appointment to this position the Board is obliged to comply with the terms of current DES Circular Letters.

The Board’s policy is that all newly appointed teachers and support staff will be vetted and that the outcome of the vetting will be considered in the light of the school’s vetting policy. This applies in respect of appointments to teaching posts, Deputy Principal, and Principal positions where the person is not currently an employee of the school and applies irrespective of whether the individual has been previously vetted or not.

10. SCHOOL ETHOS

The Board of Management at The High School wishes to declare that all applications for this position are accepted on the clear understanding that the candidate has read and supports the Ethos Statement as published on its website. It is thereby understood that successful candidates for the position of Deputy Principal will accept and support the ethos and values of The High School throughout the duration of their appointment.

11. REFERENCES

Please supply the names and contact details of three referees who know you in a professional capacity and whom you consent to being contacted by a member of the Selection Committee/Interview Board for professional reference purposes as part of this recruitment process. The references may also be used to check the accuracy of statements made by you in the application form and/or at interview.

Some or all of the referees will be contacted by a nominated Selection Committee/Interview Board member either

- (a) after shortlisting and before the interviews, or
- (b) as soon as possible after the interviews have been completed if you are deemed to have scored sufficient marks at interview to be considered an appointable candidate.

In either case the references obtained will only be shared with the other members of the Selection Committee/Interview Board in the event that you are deemed to have scored sufficient marks at interview to be considered an appointable candidate for Deputy Principal in this school. Unopened references will be destroyed in a secure and confidential manner after the formal announcement of the appointment of the successful candidate.

If you are called for interview you are asked to ensure that the referees below will be available to take a telephone call around the proposed date(s) of the interviews.

11.1 Professional Referee

Name:

Address:

Telephone/ Mobile:

Email:

How do you know the above person?

What is your relationship with this person?

11.2 Professional Referee

Name:

Address:

Telephone/ Mobile:

Email:

How do you know the above person?

What is your relationship with this person?

11.3 Professional Referee

Name:

Address:

Telephone/ Mobile:

Email:

How do you know the above person?

What is your relationship with this person?

12. UNDERTAKING

I hereby certify to the Board of Management at The High School that the information provided herewith is true and correct.

I understand that if nominated for appointment an offer of employment shall be conditional on all vetting and child protection requirements being satisfied under relevant legislation and Department of Education guidelines and circulars.

I understand that if nominated for appointment I will be required to produce the original certificates of qualifications at the request of the Chairperson of the Board of Management.

Signature of Applicant:

Date:

Additional Notes

- ◆ *Communications in connection with this appointment process will usually be by email. Please check your spam and other settings to ensure that you can receive emails from the Selection Committee/Interview Board and from the Board of Management.*
- ◆ *Applications which are received after the closing date will not be considered.*
- ◆ *Short-listing of candidates may take place.*
- ◆ *Candidates may be called for more than one interview or an additional selection procedure.*
- ◆ *Canvassing by or on behalf of the candidate will automatically disqualify.*
- ◆ *Any offer of employment is conditional on the vetting of the prospective appointee by the National Vetting Bureau, pursuant to the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016, to the satisfaction of the Board of Management.*
- ◆ *In addition, the prospective appointee shall be required to complete a child protection related Statutory Declaration and Form of Undertaking and to provide same to the Board of Management prior to taking up the position.*
- ◆ *The successful candidate will only be paid by the Department of Education (DofE) if he/she fulfils the DofE conditions which include specific registration with the Teaching Council for the Voluntary Secondary School sector.*
- ◆ *The Board of Management at The High School is an equal opportunities employer.*

Data Protection: All personal information provided on this application form will be processed in a confidential and secure manner for the purpose of the recruitment process. Application forms will be retained for a period of 18 months after the formal announcement of appointment of the successful candidate to the post and in the case of a successful candidate for the duration of his or her employment and for seven years thereafter. The information will not be disclosed to a third party without your consent save where provided for by law or where such processing is necessary to comply with the school's legal obligations. You may, at any time, make a request for access to the personal information held about you. If you wish to make any changes, or erasures, to your personal data, please contact the Chairperson of the Board of Management at The High School.

The selection process for this post is subject to the appeal system for permanent Principal and Deputy Principal appointments outlined in the revised DES Circular 0062/2021.