

**Application Form**

**Post: Deputy Principal in Cashel Community School**

1. **Personal Details**

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| **First Name:** | | **Surname:** |
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| **Home Address:** | | **Correspondence Address: *(if different)*** |
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| **Home Phone Number:** | | **Mobile Phone Number:** |
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| **Email Address:** |  | |

Are there any restrictions regarding your employment? Yes ☐ No☐

*(if you answer Yes, please provide details on separate sheet)*

Do you require a Work Permit? Yes ☐ No ☐

Do you have five years’ whole-time teaching service or equivalent? Yes ☐ No ☐

*(CL 07/02)*

Are you registered with the Teaching Council? Yes ☐ No ☐

If Yes, Teaching Council Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Present Position**

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| **Please give details of your current position:** | | | |
| **Organisation:** | **Location:** | | **Job Title:** |
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| **How much notice do you need to give your current employer?** | |  | |

1. **Qualifications**

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| **3.1 Primary Degrees/Diplomas:** | | |
| University/Institute/College: | | |
| Title of Degree/Diploma: | | |
| Qualification (Pass/Hons): | | Awarding Body: |
| Year of Entry: | | Year Qualified: |
| Subjects studied: | | |
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| **3.2 Post Graduate Degrees/Diplomas:** | |
| University/Institute/College: | |
| Title of Degree/Diploma: | |
| Qualification (Pass/Hons): | Awarding Body: |
| Year of Entry: | Year Qualified: |
| Subjects studied: | |
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| University/Institute/College: | |
| Title of Degree/Diploma: | |
| Qualification (Pass/Hons): | Awarding Body: |
| Year of Entry: | Year Qualified: |
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| * 1. **Other Skills Training/Courses undertaken relevant to this position (prioritise up to a maximum of 7 courses):** | | |
| Year attended | Title of Skills Training | Training Body |
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1. **Professional Management/Leadership Development**

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| **List any relevant management/leadership courses not included in Section 3 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. A descriptor of the course is NOT required.** | | | |
| Name of Course | Name of Organization/Institution running course | Length of Course | Year |
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1. **Teaching and Other Relevant Experience**

| **5.1 Please provide details of your work history beginning with the most recent position:** | | | | |
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| Dates  (From/To) | Name & Address of  Employer | Position Held &  Whole-time or Part-time | Summary of Main Duties | Reasons for Leaving |
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| **5.2 Post(s) of Responsibility or equivalent beginning with the most recent position.**  A descriptor of the post is **NOT** required**.** | | | |
| Dates From/To | Position  (Indicate level of post – e.g. API, APII, SD) | School or other Institution | Title of Post  (a descriptor of the post is not required) |
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| **5.3 Other relevant experience (i.e. Social/Business) beginning with the most recent.** | | | |
| Dates From/To | Position | School or other Institution | Key Responsibilities/role |
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| **5.4 List, outline dates, the main extra-curricular activities in which you are or have been involved (max 100 words). Begin with the most recent.** |
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1. **The 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 Principal/Deputy Principal.

These competencies are as follows:

6.1 Leading Learning & Teaching

6.2 Leading School Development

6.3 Developing Leadership Capacity

6.4 Communication

6.5 Managing the Organisation

6.6 Self-Awareness and Self-Management

Outline an example(s) on the following pages of how and where you have displayed each of these competencies (**a maximum of 450 words is permitted for each competency**). The example(s) may be drawn from your experience in various settings including professional, social, sporting or voluntary.

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| **6.1 Leading Learning & Teaching (max 450 words)**  Understands that high quality teaching and learning is the core business of a school and demonstrates the skills to act as the instructional leader promoting a culture of improvement and collaboration in this area.   * Establishes clear principles of inclusion and social justice and ensures delivery of opportunity for students in the design of an effective timetable, meeting curricular requirements, that addresses the needs and diversity of students in the school. * Has the understanding and ability to foster a culture of open dialogue and collaboration regarding standards of teaching and learning. Operates highly effective systems for monitoring student progress and achievement to help students reach their full potential. |
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| **6.2 Leading School Development (max 450 words)**  Demonstrates the ability to establish and maintain a guiding vision for the school in line with the mission statement and communicates appropriately the goals and expectations of this vision to the school community.   * Knows how to develop a school culture that is faithful to the purposes, values and goals of the Patron/Trustees by approaching change management in a collaborative and sensitive manner, keeping abreast of changes in education and using SSE to manage the school’s response to changing needs. * Demonstrates a capacity to link goals and expectations to structures which support (a) excellence in teaching and learning (b) a community of learning and (c) the development of a management tier devoted to the key objectives of the school. |
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| **6.3** **Developing Leadership Capacity (max 450 words)**  Empowers staff to carry out leadership roles, facilitates active student participation in school leadership while reflecting on the effectiveness and sustainability of their personal leadership and networking with other leaders.   * Recognises and harnesses the many and varied skills and talents of the school community to create and motivate staff teams and working groups to develop leadership capacity in all aspects of school life. Works actively to develop leadership capacity through open consultation, collaboration, planning and building trust and delegates responsibilities appropriately and strategically. * Identifies operational skills and resource gaps and takes appropriate action to meet the ongoing and future needs of the school. Operates an effective mentoring programme to support teachers in new roles and to develop the leadership capacity of mentors. Sets and expects high standards from all staff and employs a range of methods to motivate them to optimum performance while proactively and positively managing difficult people issues. |
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| **6.4 Communication (max 450 words)**  Demonstrates the capacity to clearly hear and articulate views, opinions and attitudes through effective and appropriate and empathic interaction with all stakeholders in a variety of situations and contexts**.**   * Shows the capacity and skills to relate and communicate in a meaningful and respectful way with individuals and groups and in particular with all school stakeholders. * Demonstrates good listening skills and has the ability to respond with respect, willingness and good judgement to day-to-day encounters, enquiries and information requests. |
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| **6.5 Managing the Organisation (max 450 words)**  Uses a range of a range of resources, supports and processes to ensure the effective and efficient running of the school and develops and implements a system of professional responsibility and accountability.   * Oversees the smooth day to day running of the school implementing systems of communication to appropriately involve all members of the school community. Sets priorities, goals and timetables to ensure effective use of time and all resources to ensure maximum impact on student learning and close alignment of identified learning priorities with the school’s strategic plan. Anticipates issues and potential obstacles and takes necessary action. * Can manage the various demands and advices of the Department, Management Bodies and other relevant agencies and ensures the day-to-day smooth running of the school through the optimum use of Human Resources, data and processes. Adheres to processes related to the recruitment, selection and management of staff. |
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| **6.6 Self-Awareness and Self-Management (max 450 words)**  Is self-aware and has the capacity to self-manage and develop personally and professionally.   * Is self-motivated and is committed to personal and professional growth and development. Maintains a balance between the demands of work and personal needs and wellbeing. Has the confidence, resilience and optimism to maintain an emotional balance in challenging situations and the capacity to work through these situations. * Is aware of their own personality traits and their impact but can accept and understand difference in other personalities. Has the emotional intelligence and empathy to adjust their approach in order to work effectively with them. |
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1. **Supporting Statement**

This section is for you to provide further information in support of your application. You should demonstrate why you have applied for the position and outline any other knowledge/expertise or attributes which you consider pertinent to the role of Principal/Deputy Principal within the context of the ethos and characteristic spirit of the school **(max 200 words)**.

1. **References**

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer. *[Please note: your referees may be contacted without further communication with you].*

***Present or most recent employer:***

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| **Name & Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
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| **Full address:** | | | |
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***Other referee:***

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| --- | --- | --- | --- |
| **Name & Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
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| **Full address:** | | | |
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1. **Declaration**

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

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

Yes ☐ No ☐

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

Yes ☐ No ☐

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

Yes ☐ No ☐

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 Board 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 Board 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 or pursuant to any legal obligation imposed on the school to facilitate the effective investigation of crime.

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

Section 12 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 requires a school authority to obtain a vetting disclosure from the Vetting Bureau prior to the employment, contract, permission or placement of a person to undertake relevant work or activities with children or vulnerable persons. This applies in respect of appointments to teaching posts, Principal and Deputy Principal positions where the person is not currently an employee of the Board and applies irrespective of whether the individual has been previously vetted or not.

1. **Declaration and Signature**

* You are required to sign the declaration below certifying that all information you have provided is accurate.
* The Selection Board/Committee <delete as applicable> may wish to check any of the details you have provided.
* Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

I declare that the information supplied in this application form is accurate and true.

I acknowledge that the appointment may be subject to appeal as provided for in Circular Letter 0062/2021.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The complete and signed application form (and five copies) should be returned by post only to arrive no later than 5.00pm on 26/04/2023 to:**

**Post**

The Board of Management,

Cashel Community School,

Dualla Road,

Cashel,

Co. Tipperary

E25 YT50.

**Note:** You should retain proof of postage and clearly mark the outside of the envelope **‘Application’**.



**Privacy Notice to Employees, Board Members,**

**Committee Members and Volunteers**

By applying for any position, working or volunteering with, or otherwise taking up any position within Cashel Community School, you acknowledge that your personal data (including special category personal data) shall be processed by Cashel Community School. This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need more information, please see our Data Protection Policy available at [www.cashelcommunityschool.ie](http://www.tipperaryetb.ie/)

1. We are Cashel Community School. Our address and contact details are:

**Cashel Community School,**

Address: Dualla Road, Cashel, Co. Tipperary

Telephone: 062 61026

Email: [bursar@cashelcommunityschool.ie](mailto:bursar@cashelcommunityschool.ie) / [office@cashelcommunityschool.ie](mailto:office@cashelcommunityschool.ie)

1. We collect and use your personal data. The personal data we collect includes your name; date of birth; address; contact details; CV and qualifications; vetting outcome; Teaching Council registration; registration with any other professional/accrediting body; PPS number; financial data; images (staff cards, CCTV); medical, health and occupational health data; immigration/work-visa information; information relating to recruitment, promotions, and appointments processes; other IR/HR processes; pensions details etc. We use personal data for purposes including: running an efficient service; complying with our obligations as an employer; for recruitment and appointments; allocating resources to our education centres; monitoring the effectiveness of our equal opportunities policies; to discharge our duties to other staff and students; complying with our statutory reporting obligations to Government bodies and EU funding bodies; resolving disputes and defending litigation etc. The information we collect about you depends on various factors, e.g. we will hold differing levels of information about a job applicant as compared with a long-standing employee. Certain personal data is collected and aggregated for use on an anonymised basis, e.g. to monitor our compliance with equal opportunities and non-discrimination policies. For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to section 2 of our Data Protection Policy available at [www.cashelcommunityschool.ie](http://www.cashelcommunityschool.ie) .

1. We share your personal data with third parties, including other Government bodies. Depending upon the nature of your role within the Cashel Community School, this may include data-sharing with bodies including the Department of Education and Skills, Revenue Commissioners, Department of Social Protection, Comptroller & Auditor General, TUSLA, An Garda Síochána, HSE, the Teaching Council or any other regulatory body to which you belong, your Trade Union (for IR/HR issues), occupational health advisors, our insurance company (Irish Public Bodies), banks/financial institutions (to pay wages), pension administrators and pension trustees, future employers (for references etc), other service providers (including IT providers, security providers, legal advisors) etc. The Government bodies to which we transfer your personal data will use it for their own purposes (including: to verify other information they already hold about you, for fraud prevention measures, etc) and may aggregate it with other information they already hold about you. For further information on who we share your data with, when and in what circumstances, and why, please see section 3 of our Data Protection Policy available at [www.cashelcommunityschool.ie](http://www.cashelcommunityschool.ie) .

1. We do not transfer your personal data to a third country or international organisation. Certain companies who process personal data on behalf of Cashel Community School may transfer personal data for processing outside the EU, however this will only be done with the agreement of Cashel Community School and with the assurance that appropriate safeguarding measures are in place to protect the data.

1. We do not engage in automated decision making/profiling.

1. Some personal data is only kept for a short period (e.g. we will destroy it at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. we retain even after you leave our employment). For further information on the retention periods, please go to section 6 of our Data Protection Policy available at www.cashelcommunityschool.ie

1. You have the following statutory rights, that can be exercised at any time:
   1. Right to complain to the supervisory authority.
   2. Right of access.
   3. Right to rectification.
   4. Right to be forgotten.
   5. Right to restrict processing.
   6. Right to data portability.
   7. Right to object and automated decision making/profiling.

For further information, please see section (7) of our Data Protection Policy available at www.cashelcommunityschool.ie, or alternatively contact our Data Protection Officer.

1. We have appointed a Data Protection Officer (DPO) on an interim basis. (Details below)

Mr. John Gallagher

Address: Dualla Road, Cashel, Co. Tipperary, E25 YT50

Email: [jga@cashelcommunityschool.ie](mailto:jga@cashelcommunityschool.ie)

Telephone: 062 61026

If you have any queries, please consult our Data Protection Policy (available at [www.cashelcommunityschool.ie](http://www.cashelcommunityschool.ie))