



## APPLICATION FORM FOR POST OF

### Deputy Principal

### Presentation Secondary School, Thurles, Co. Tipperary

Name: \_\_\_\_\_

**SIX COPIES must be returned to:**

**The Chairperson,  
Board of Management,  
Presentation Secondary School,  
Thurles,  
Co. Tipperary**

**Applications received after 4.00p.m.. on  
Monday April 24<sup>th</sup> 2017 will not be  
considered for processing. You should retain  
proof of postage and mark the outside of the  
envelope clearly "APPLICATION".**

**This form must be signed.**

**All questions must be answered.**

**Do not change the question numbers or  
sequence.**

**The Application Form must be typed in Arial  
font size 12.**

**The total number of pages (including this  
cover sheet) should not exceed 15.**

**No letter of application, CV or written  
reference should accompany this form.**

# Presentation Secondary School, Thurles, Co. Tipperary

## PERSONAL

1.1 Full Name:

1.2 Full Address:

Telephone:

Mobile Number:

Email:

1.3 Present position and where employed:

1.4 Do you have five years qualified teaching experience as per Circular 04/98

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 No:

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 & Skills (DES) and will have to fulfil DES conditions, which include registration with the Teaching Council.]

## 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):

2.4 Qualifications in Irish:

**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 wholetime (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). Please indicate also if the post was Department paid (DES) school paid (SP) or voluntary (V).**

Dates From	Dates To	Position: P, DP, AP, SD, PC, DES, SP or V*	School or other Institution	Responsibilities

\*P = Principal, DP = Deputy Principal, AP = Assistant Principal Post ; SD = Special Duty Post; PC= Programme Coordinator.

DES = Department paid; SP = School-paid post; V= Voluntary post.

**4.3 List, with outline dates, any extra-curricular activities in which you are or have been involved (start with the most recent and work backwards):**

**4.4 Other relevant experience (i.e. Social/Business start with the most recent and work backwards)**

Dates From	Dates To	Position	Organisation	Responsibilities

**4.5 Outline briefly your three greatest achievements with respect to the above responsibilities:**

**4.6 What aspects of your experience, outlined above in sections 4.1 to 4.5, have 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:

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

Each competency is defined in the accompanying documentation. You are required to provide, under each competency area, example(s) of where you have displayed that competency. The example may be drawn from your experience in various settings including professional, social, sporting or voluntary.

## **5.1 Leadership in a Faith School**

*Outline **ONE** example of how and where you have taken a Leadership Role in your own school in promoting the values and goals of the Trustees/Patron:*

## **5.2 Organisational and Administrative Skills**

*Outline **ONE** example of how and where you have in consultation with the Principal, managed people, data and processes to foster school improvement.*

## **5.3 Strategic Development & Management Competencies**

*Outline **ONE** example of how and where you have understood the long terms needs of a school and helped develop a strategic plan to meet those needs in conjunction with the Principal, Staff and Board of Management.*

#### **5.4 Relationship Management & Interpersonal Skills**

*Outline **ONE** example of how and where you have built and maintained strong relationships with staff, students, parents and others by using a range of communication skills to influence and persuade them.*

#### **5.5 Self-Awareness & Self-management Skills**

*Outline **ONE** example of how and where you have demonstrated an ability to manage emotions effectively, to respond appropriately to one's own emotions and to the emotions of others.*

## 6. CHALLENGES FACING SCHOOLS

What are the particular challenges and issues that would impact on the management and leadership of a faith-based voluntary secondary school?

## 7. PERSONAL VISION

7.1 Outline your personal vision of the role of Deputy Principal in **Presentation Secondary School, Thurles**:

7.2 If appointed as Deputy Principal to **Presentation Secondary School, Thurles** school what would be your agenda for action?

## 8. CHARACTERISTIC SPIRIT

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

8.2 Outline which aspect of the CEIST Charter you would particularly like to promote and why:

## 9. PERSONAL 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

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 your being recommended for appointment to this position the Board of Management is obliged to comply with the terms of current DES Circular Letters. The Board of Management’s policy is that all new personnel recommended for appointment will be vetted and that the outcome of the vetting will be considered having regard to the school’s vetting policy. This applies in respect of all recommendations for appointment to teaching, principal, deputy principal and support staff positions where the person recommended for appointment is not currently an employee of the school and applies irrespective of whether the person has been previously vetted or not.

Please note that appointment to the position is subject to the outcome of the vetting process and the Board of Management’s determination of suitability for employment in the position having regard to the vetting information received. No appointment will be confirmed until the aforementioned steps have been completed. In the event of any delay in the vetting process, the Board of Management will require the recommended person to confirm in writing his/her acceptance of the aforementioned conditions of appointment to the position.

Further note that it is essential that you make appropriate and full disclosure in response to the questions at 9.1, 9.2 and 9.3 above. In the event of an offer of employment being made to you by the board of management, this personal declaration will constitute a fundamental term of the contract of employment. If, at any time, it is subsequently established that you have made an incomplete and/or inaccurate disclosure in this declaration, you may face disciplinary action, up to and including dismissal.

## 10. SCHOOL ETHOS

The Board of Management wishes to declare that all applications are accepted on the understanding that the candidate has read and supports the school's ethos as outlined in the accompanying documents and is prepared to accept the role of deputy principal as described in these documents.

## 11. REFERENCES

Please supply the names and contact details of two referees, at least one of whom must know you in a professional capacity and the other in a position to provide a personal reference for you. In addition, references may be sought from your present/former Principals and/or Chairpersons/Managers if not listed below.

### 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?***

## 12. UNDERTAKING

**I certify to the Board of Management that the information provided herewith is true and correct.**

**Signature of Applicant:**

**Date:**

**N.B.**

- ◆ *The Selection Committee may be contacting the above named for references.*
- ◆ *The Board of Management is an equal opportunities employer.*
- ◆ *Short-listing of candidates may take place.*
- ◆ *Candidates may be called for more than one interview.*

*Data Protection: All personal information provided on this application form will be stored securely by the school and will be used for the purposes of the recruitment process. Application forms will be retained for a period of 18 months, and in the case of a successful candidate for the duration of his or her employment and a minimum of two years thereafter. This information will not be disclosed to any third party without your consent, except where necessary to comply with statutory requirements or to provide normal company services. Internally, your information will be kept confidential and only made available as necessary. You may, at any time, make a request for access to the personal information held about you. Should you wish to make any changes, or erasures, to any information stored about you, please contact the principal.*