Boyne Community School
Trim, Co. Meath
ASSISTANT PRINCIPAL II (Temporary)
APPLICATION FORM
2023/2024

Closing Date: Monday, 9th October, 2023 at 12 noon
Number of vacancies: Two

BOYNE COMMUNITY SCHOOL currently has a vacancy for an Assistant Principal I post. This is a temporary appointment.   The appointment will be in accordance with the promotion procedures outlined in Circular Letter 003/2018.

Application Forms must be TYPED. All questions must be answered. Do not change the question numbers or sequence. Boxes may be expanded as required to facilitate a **maximum of 450 words** per criterion. No letter of application, CV or written reference should accompany this form.

Candidates are reminded to take appropriate steps to maintain the privacy of their completed form. Candidates are advised not to use school owned equipment to complete the form or store it on any school storage devices.

Each candidate must accept responsibility for the information supplied and for the accuracy and credibility of information supplied.   Only service that can be verified by the school will be counted. **It is the candidate's obligation to obtain and provide certification to the school in respect of his/her external service with his/her application by the closing date.**

Guidance for Candidates:

Competencies for Leadership and Management posts of Assistant Principal I:

Any system of school leadership and management should build on and consolidate existing school leadership and management structures in schools in line with best practice as set out in 'LOOKING AT OUR SCHOOLS 2016 – A Quality Framework for Post-Primary Schools'. The leadership model should align the responsibilities of senior (Principal/Deputy Principal) and middle leadership (post holders) more clearly to the identified needs and priorities of the school, underlining the range of responsibilities for various leadership roles and providing opportunities for teachers to develop their leadership capacity.

What are the competencies?

The competencies are mapped to the four domains identified in "Looking at Our Schools 2016 – A Quality Framework for Post-Primary Schools' – refer to page 22. The competencies are:

1. Leading Teaching and Learning
2. Managing an Organisation
3. Leading School Development
4. Developing Leadership Capacity

Domain One: Leading Teaching and Learning

School leaders:

- promote a culture of improvement, collaboration, innovation and creativity in learning, teaching and assessment
- foster a commitment to inclusion, equality of opportunity and the holistic development of each student
- manage the planning and implementation of the school curriculum
- foster teacher professional development that enriches teachers' and students' learning

Domain Two: Managing the organisation

School leaders:

- establish an orderly, secure and healthy learning environment, and maintain it through effective communication
- manage the school's human, physical and financial resources so as to create and maintain a learning organisation
- manage challenging and complex situations in a manner that demonstrates equality, fairness and justice
- develop and implement a system to promote professional responsibility and accountability

Domain Three: Leading school development

School leaders:

- communicate the guiding vision for the school and lead its realisation in the context of the school's characteristic spirit
- lead the school's engagement in a continuous process of self-evaluation
- build and maintain relationships with parents, with other schools, and with the wider community
- manage, lead and mediate change to respond to the evolving needs of the school and to changes in education

Domain Four: Developing leadership capacity

School leaders:
- critique their practice as leaders and develop their understanding of effective and sustainable leadership
- empower staff to take on and carry out leadership roles
- promote and facilitate the development of student voice, student participation, and student leadership
- build professional networks with other school leaders

The competencies are mapped onto these domains.

COMPLETING A COMPETENCY BASED APPLICATION FORM

A Competency Based Application Form requires you, the candidate, to describe some of your personal achievements to-date that demonstrate certain competencies (necessary skills and qualities) required for the position you are applying for (e.g. Leader of Teaching and Learning, Leader of School Development, Communication Skills etc.).

A definition of a skill or quality is given for each competency. You are then asked to describe a situation, from your own experience, which you think is/are the best example(s) of what **YOU** have done which demonstrates this skill or quality. It is essential that you describe how **YOU** demonstrated the skill or quality in question. All question areas must be completed.

You are advised to structure what you write so that you give specific information about what you have done - for example, do not simply say that "X was successful", describe exactly what you did and how you demonstrated the skill or quality in question.

For each example please describe the following:
 (a) the nature of the task, problem or objective;
 (b) what you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it)
 (c) the outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.

Please **do not use** the same example to illustrate your answer to **more than two skill areas.**

Please note that, should you be called to interview, the board may look for **additional examples** of where you demonstrated the skills required for this post so you should think of a number of examples of where you demonstrated each of the skills.

To assist the candidate in answering the questions in the application form and at interview, the internationally recognised STAR model is a useful tool as a way of communicating key points clearly and concisely:

Identify a '**S**ituation' or '**T**ask', outline the '**Ac**tion' you took and the '**R**esult' from your action.

Name:	Teaching Council Registration Number:
Address:	Email:
	Tel. No:
	Mobile No:

1. TEACHER REGISTRATION:

Question:	Yes/No
1. Are you registered with the Teaching Council under Route 2	
2. Are you registered with the Teaching Council under Route 3 and meet the requirements of DES clarification issued in June, 2018	

2. TEACHING EXPERIENCE FOR ELIGIBILITY PURPOSES:

Question:		Yes/No
1. Do you have the required qualified teaching experience as per Circular 0003/2018		
2. Assistant Principal I and Programme Co-ordinator (API Leavel)	3 years	
3. Assistant Principal II and Programme Co-ordinator (APII Leavel)	1 year	

3. BASIC TEACHING QUALIFICATIONS (DEGREES, DIPLOMAS)

Qualification		Subjects
Award		
Grade		
College		
Year of Award		
Length of Course in Years		

4. POST GRADUATE/DEGREE/DIPLOMA COURSES UNDERTAKEN:

TITLE OF COURSE	CONDUCTING BODY	DATE

IN-SERVICE COURSES UNDERTAKEN (prioritise up to a maximum of 7 courses):

YEAR	COURSE ATTENDED	LENGTH OF COURSE *weeks/hours*	AWARDING BODY	AWARD *(IF ANY)*

5. TEACHING EXPERIENCE:

(a)

Dates (From/To)	Contract Type PWT/CID/RPT/Part-time	If part-time, state hours and weeks teaching in the academic year *Note: Service at or over 22 weeks or 200 hours is a reckonable year for seniority purposes.*

6. POSTS OF RESPONSIBILITY

7.1 Have you fulfilled the Post of Special Duties Teacher/Assistant Principal II or Programme Co- ordinator (at SD/AP II Level)/Assistant Director of Adult Education (at AP II Level)?

Yes: ☐ No: ☐

If "Yes", please give details:

Date of Appointment	From	To
Post Type: (eg. AP II)	**Capacity: (e.g. Acting-up/Permanent)**	
Nature of Duties:		

7.2 Have you fulfilled any of the following Posts: Assistant Principal I, Director of Adult Education, Assistant Director of Adult Education (AP I Level) Programme Co-ordinator (at AP I Level)?

Yes: ☐ No: ☐

If "Yes", please give details:

Date of Appointment: From _____ To: _____	
Post Type: (e.g. AP II)	**Capacity: (e.g. Acting-up/Permanent)**
Nature of Duties:	

7. **PROFESSIONAL INVOLVEMENT in School/Own Professional involvement e.g., Subject Committees, Parents' Association, Class Tutor, Membership of Subject Associations**

SCHOOL	NATURE OF INVOLVEMENT	DURATION	
		FROM	**TO**

9. **The four criteria for selection which will be judged at interview are the following:**

- Leading Learning and Teaching
- Managing an Organisation
- Leading School Development
- Developing Leadership Capacity

These criteria have been mapped to the domains in **LOOKING AT OUR SCHOOLS 2016** and you are asked to set out below your experience under each criterion that you believe is relevant to that aspect of Leadership and Management. In completing this section of the application form you should refer to the domains and standards set out in **Looking at our Schools 2016.**

Outline under each criterion how and where you have displayed each of these competencies (no more than 450 words per criterion/competency combined between the summary and examples). Expand boxes as required subject to the maximum word count.

Criterion 1 – Leading Learning and Teaching
Summarise your experience/key achievements to date under this criterion
Set out two examples which most effectively demonstrate your competency under this criterion with a particular focus on results/outcomes

Criterion 2 – Managing an Organisation
Summarise your experience/key achievements to date under this criterion
Set out two examples which most effectively demonstrate your competency under this criterion with a particular focus on results/outcomes.

Criterion 3 – Leading School Development
Summarise your experience/key achievements to date under this criterion.
Set out two examples which most effectively demonstrate your competency under this criterion with a particular focus on results/outcomes.

Criterion 4 – Developing Leadership Capacity
Summarise your experience/key achievements to date under this criterion.
Set out two examples which most effectively demonstrate your competency under this criterion with a particular focus on results/outcomes.

10. With <u>these four criteria</u> in mind what significant contribution do you see yourself making as a member of the Leadership and Management Team in this school?

Give examples:

11. EXTRA-CURRICULAR AND OUTSIDE ACTIVITIES

Name any extra-curricular activities which you are or have been involved in school or within your community. Bullet points will suffice

12. ANY FURTHER RELEVANT INFORMATION you may wish to offer to the Selection Board in support of your application:

NOTES:
I acknowledge the following:

1. Completed application forms must be returned to the Secretary, Board of Management, Boyne Community School by noon, on Monday 9th October, 2023.
2. The Board of Management will nominate a date and time which cannot be altered for interview purposes.
3. The Board of Management will not be acknowledging receipt of completed application forms but will notify each applicant of the success or not of their application following interviews, Board of Management approval of successful applicant and acceptance of offer of promotion by successful applicant.
4. The vacant Post of Assistant Principal 1 will be filled per the terms of the DES Circular Letter 003/2018.
5. Candidates may access, upon written request, the items listed (i) to (iii) below after s/he is notified of the outcome of the post of responsibility appointment process:

    I.   His/her marks under each selection criterion.
    II. The notes of the interview board pertaining specifically to the candidate alone.
    III. The marks of the recommended candidate under each criterion.

6. In the event of the Appeal procedure provided for in the DES Circular Letter 0003/2018 being invoked by an unsuccessful applicant(s) the Appeals Committee may decide to disclose the marks received by the undersigned to any such Appellant(s) during the appeal process.

SIGNED: _____

DATE: _____

I understand that I will be assessed on the basis of the selection criteria/competencies as per CL003/2018.

I understand and accept the above ☐

I declare that the information supplied in the Application Form is true and correct ☐

Signature: _____   Date: _____

The latest date for receipt of applications is 12 noon Monday 9ᵗʰ of October, 2023
Completed application form in <u>hard copy (three copies)</u> to be returned to: The Secretary, Board of Management, Boyne Community School, Trim, Co. Meath.
The school *cannot accept late applications under any circumstances.*

Data will be processed in accordance with the school's Data Protection Policy and retained in accordance with the records' retention schedule therein.

Boyne Community School is an equal opportunities employer