

**APPLICATION FOR THE POST OF** **ADMINISTRATIVE PRINCIPAL IN**

**CRADDOCKSTOWN SCHOOL**

**PERMANENT CONTRACT TO COMMENCE on 20th May 2024**

**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 required for the position you are applying for. The selection of the successful candidate shall be based on four competencies which are aligned to the Looking at our Schools Quality Framework for Leadership and Management 2022, and specified in Circular 0044/2019. You are asked to describe a situation, from your own experience, which you think is the best example 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. The ‘Information for applicants’ document should be read before completing this form.

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 include the following:

1. the nature of the task, problem, or objective
2. what you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it)
3. 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 several examples of where you demonstrated each of the skills.

The selection criteria and marking scheme for the position are as follows:

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| **Competency** | **Marks** |
| Leading Learning & Teaching | 25 |
| Managing the Organisation | 25 |
| Leading School Development | 25 |
| Developing Leadership Capacity | 25 |
| ***Highest Possible Score*** | ***100*** |

Candidates should carefully read and comply with all instructions in relation to the completion of the application form. All questions must be answered. Do not change the question numbers or sequence. Boxes may be expanded as required in compliance with maximum word count requirements.

**Please Note:**

The Application Form must be **TYPED.** Handwritten forms will not be accepted.

Candidates should carefully read and comply with all instructions in relation to the completion of the application form.

All questions must be answered.

Do not change the question numbers or sequence.

Boxes may be expanded as required in compliance with **maximum word count requirements**.

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

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| ***For employer use only:*** | | | | | |
| *Application received by closing date* | * *Yes* | * *No* | *Teacher Qualification(s) as per DE Guidelines* | * *Yes* | * *No* |
| *Teaching Council Registration (Route 1 or 2 or 4)* | * *Yes* | * *No* | *5 years recognised teaching service including 2 in primary or post primary school in the Republic of Ireland* | * *Yes* | * *No* |

1. **Personal Details**

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| **First Name:** |  | **Surname:** |  |
| **Home Address including Eircode:** |  | | |
| **Home Phone Number:** |  | **Mobile Phone Number:** |  |
| **Email Address:** |  | | |

**Teacher Registration**

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| Are there any restrictions regarding your employment? *(If yes, please provide details on a separate sheet)* | Yes  No |
| Do you require a work permit? | Yes  No |
| Do you have 5 years recognised teaching service, two of which are in a recognised primary school or post-primary school within the Republic of Ireland? | Yes  No |
| Are you registered with the Teaching Council under Route 1 (Primary) or Route 4 (Other) or Route 2 (Post Primary)? | Yes  No |
| If Yes, Teaching Council Registration Number: |  |
| If No, are you eligible for registration under Route 1 (Primary) or Route 4 (Other) or Route 2 (Post-Primary) and willing to register? | Yes  No |
| **Please note the successful candidate will be paid by the DE and will have to fulfil the DE conditions which include registration with The Teaching Council.** | |

1. **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. **Details of 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:** |  |
| **Subjects Studied:** | | | |
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| **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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| **4.1 Professional Management/Leadership Development:**  **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 Organisation / Institution running course** | **Length of Course** | **Year** |
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1. **Teaching and Other Relevant Experience**

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| **5.1 Please provide details of your work history beginning with the most recent position:** | | | | |
| **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 Position - e.g, API, APII and Post Title)** | **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:** |
| Click or tap here to enter text. |

**6. The Role and Function of the Principal**

KWETB schools are state, co-educational, multidenominational schools underpinned by the core values of:

A close up of a logo

Description automatically generated

* Excellence in Education;
* Care;
* Equality;
* Community and
* Respect.

In completing this section, please give careful consideration to the ETBI Patrons’ Framework on Ethos and the core values of KWETB as an organisation (as set out in the Strategy Statement 2020-2024).

The selection of the successful candidate shall be based on four competencies which are aligned to the Looking at our School Quality Framework for Leadership and Management as referenced in Circular 0044/2019. These key competencies have been identified as being essential for the effective performance of the role and function of a Principal. These competencies are listed below:

*6.1 Leading teaching & learning*

*6.2 Managing the organisation*

*6.3 Leading school development*

*6.4 Developing leadership capacity*

**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 own experience in various settings including professional, social, sporting or voluntary and should be directly linked to the competency being demonstrated.**

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| **6.1 Leading teaching & learning**  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.   * promotes a culture of reflection, improvement, collaboration, innovation and creativity in learning, teaching and assessment * fosters a commitment to inclusion, equality of opportunity and the holistic development of each pupil * manages the planning and implementation of the school curriculum * fosters teacher professional learning that enriches teachers’ and pupils’ learning |
| Click or tap here to enter text. |

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| **6.2 Managing the organisation**  Uses 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.   * creates and maintains a positive school culture and a safe, healthy and purposeful learning environment,   and sustains it through effective communication   * manages the school’s human, physical and financial resources so as to create and maintain a learning   organisation   * manages challenging and complex situations in a manner that demonstrates equality, fairness and justice * develops and implements a system to promote professional responsibility and accountability |
| Click or tap here to enter text. |

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| **6.3 Leading school development**  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.   * communicates the guiding vision for the school and leads its realisation * leads the school’s engagement in a continuous process of self-evaluation * builds and maintains relationships with parents, with other schools, and with the wider community * manages, leads and mediates change to respond to the evolving needs of the school and to changes in   education |
| Click or tap here to enter text. |

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| * 1. **Developing Leadership Capacity**   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.   * critiques their practice as leaders and develops their understanding of effective and sustainable leadership * empowers staff to take on and carry out leadership roles * promotes and facilitates the development of pupil participation, pupil leadership and parent participation * builds professional networks with other school leaders |
| Click or tap here to enter text. |

**7. 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 within the context of the ethos and characteristic spirit of the school (max 200 words).

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| Click or tap here to enter text. |

**8. Details of Referees**

Please provide the names, addresses and positions/occupations 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].

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|  | **1st Referee** | **2nd Referee** |
| **Name of referee:** |  |  |
| **Position held by referee:** |  |  |
| **Organisation Name:** |  |  |
| **Organisation Address:** |  |  |
| **Telephone No. & Ext:** |  |  |
| **Email Address:** |  |  |
| **Your work connection with this referee:** |  |  |
| **If you were known by another name when employed please specify:** |  |  |
| **Dates of employment to/from (if applicable):** |  |  |

**9. Declaration**

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

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| 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 ETB 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 ETB 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/ETB, 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/ETB to facilitate the effective investigation of crime.

In the event of your being recommended for appointment to this position, KWETB 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 KWETB and applies irrespective of whether the individual has been previously vetted or not.

**Please read before signing this application form**

* You are required to sign the declaration below certifying that all information you have provided is accurate.
* The Selection Board 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.

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| --- | --- |
| **Signature** | **Date** |
|  | Click or tap to enter a date. |

**The latest date for receipt of applications is 12 noon on Tuesday 7th May, 2024**

**Signed completed application form should be returned as a scanned pdf document and attached in an email to por2024@kwetb.ie by closing date of 12 noon on Tuesday 7th May, 2024**

It is the responsibility of candidates to ensure that application forms are received at the stated email address before the stated deadline. **It is recommended candidates use the option in Outlook email ‘request a delivery receipt’ when sending their application.** Any technical difficulties encountered by the sender when submitting an application are not the responsibility of the KWETB.

Short listing may apply.

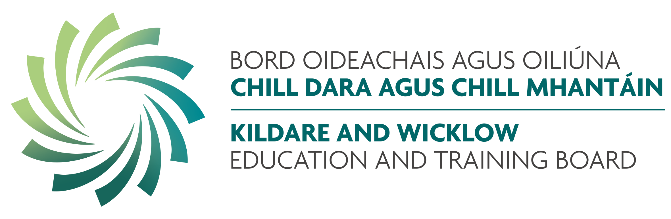
Canvassing by or on behalf of the candidate will automatically disqualify.

***Kildare and Wicklow ETB cannot accept late applications under any circumstances.***

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

Kildare and Wicklow ETB is a registered Data Controller and Equal opportunities employer.

**Kildare and Wicklow Education and Training Board**



**Privacy Notice for Employees, Volunteers, Board Members, Committee members etc.**

By applying for any position, working or volunteering with, or otherwise taking up any position within the ETB, you acknowledge that your personal data (including special category personal data) shall be processed by KWETB. This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you and 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 <http://kildarewicklow.etb.ie/about-us/data-protection/>

1. We are Kildare & Wicklow ETB. Our address and contact details are KWETB, Level 5, Áras Chill Dara, Devoy Park, Naas, Co. Kildare, W91 X77F. Contact details; 045 988000. We provide primary level education, secondary level education, second chance education; further education and training including apprenticeships; Youthwork, community-based education programmes; prison education, outdoor education; outreach programmes, specialist programmes e.g. through Music Generation and other programmes/courses as maybe delivered/funded/sponsored in whole or part or in co-operation with other bodies/agencies etc. For further information, see section 1 of our Data Protection Policy available at <http://kildarewicklow.etb.ie/about-us/data-protection/>.
2. 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 bod; 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 <http://kildarewicklow.etb.ie/about-us/data-protection/>

1. We share your personal data with third parties, including other Government bodies. Depending upon the nature of your role within the ETB, 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 <http://kildarewicklow.etb.ie/about-us/data-protection/>
2. We do not transfer your personal data to a third country or international organisation.
3. We do not engage in automated decision making/profiling.
4. Some personal data is only kept for a short period (e.g. we will destroy 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 <http://kildarewicklow.etb.ie/about-us/data-protection/>
5. You have the following statutory rights, that can be exercised at any time:
6. Right to complain to supervisory authority.
7. Right of access.
8. Right to rectification.
9. Right to be forgotten.
10. Right to restrict processing.
11. Right to data portability.
12. Right to object to automated decision making/profiling.

For further information, please see section (7) of our Data Protection Policy available at http://kildarewicklow.etb.ie/about-us/data-protection/, or alternatively contact our Data Protection Officer.

8. We have appointed a Data Protection Officer (DPO). If you have any queries, please consult our Data Protection Policy (available at <http://kildarewicklow.etb.ie/about-us/data-protection/> ) or contact our DPO at [dataprotection@kwetb.ie](mailto:dataprotection@kwetb.ie) or via phone on 045 988000.