**ACTING ASSISTANT PRINCIPAL II**

**REF: Acting APii 2024,**

**St Michael’s House Special School Foxfield**

**APPLICATION FORM**

St Michael’s House Special School Foxfield currently has a vacancy for a Leadership and Management post at Assistant Principal II in an acting capacity for the remainder of the school’s bi-location. The appointment will be in accordance with the promotion procedures outlined in Circular Letter 0044/2019.

It is preferable if the Application Form is TYPED. If not typed, please complete the form legibly using a black pen. 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.

| **Guidance for Candidates:****Competencies for Leadership and Management posts of Assistant Principal I and Assistant Principal II** 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 2022 – A Quality Framework for Primary Schools’](https://www.education.ie/en/Publications/Inspection-Reports-Publications/Evaluation-Reports-Guidelines/Looking-at-Our-School-2016-A-Quality-Framework-for-Post-Primary-schools.pdf). 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 2022 – A Quality Framework for Primary Schools’ .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 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. 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: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 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 ‘**A**ction’ you took and the ‘**R**esult’ from your action.  |
| --- |

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

1. **BASIC TEACHING QUALIFICATIONS (DEGREES, DIPLOMAS)**

| **Qualification** | **Subjects** |
| --- | --- |
| **Award** |  |  |
| **Grade** |  |  |
| **College** |  |  |
| **Year of Award** |  |  |
| **Length of Course in Years** |  |  |

1. **POST GRADUATE/DEGREE/DIPLOMA COURSES UNDERTAKEN:**

| **TITLE OF COURSE** | **CONDUCTING BODY** | **DATE** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

1. **IN-SERVICE COURSES UNDERTAKEN:**

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

1. **TEACHING EXPERIENCE for eligibility purposes**

| Do you have the required qualified teaching experience as per Circular 0003/2018? | Yes/No |
| --- | --- |
| Assistant Principal I,  | 3 years |  |
| Assistant Principal II,  | 1 year |  |

SMH reserves the right to seek confirmation of prior teaching service.

1. **SCHOOL ACTIVITIES – Student Related e.g., Drama, Music, Games etc.**

| **SCHOOL** | **DETAILS OF ACTIVITIES** | **DURATION** |
| --- | --- | --- |
| **FROM** | **TO** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

Yes/No: YES If “Yes”, please give details:

| **Date of Appointment: From To:**  |
| --- |
| **Post Type:**  | **Capacity:**  |
| **Nature of Duties:** |

1. **Have you fulfilled any of the following Posts: Assistant Principal Teacher I,**

Yes/No: NO If “Yes”, please give details:

| **Date of Appointment: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| --- |
| **Post Type: (e.g. Assistant Principal )** | **Capacity: (e.g. Acting/Temp/Permanent)** |
| **Nature of Duties:** |

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

Leading Learning and Teaching (25 marks)

Managing an Organisation (25 marks)

Leading School Development (25 marks)

Developing Leadership Capacity (25 marks)

These criteria have been mapped to the domains in **LOOKING AT OUR SCHOOLS 2022** 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 standards and statements set out in **Looking at our Schools 2022.**

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.

| 9.1 | **Criterion 1 – Leading Learning and Teaching** |
| --- | --- |
|  |
| Set out **two** examples which most effectively demonstrate your competency under this criterion with a particular focus on results/outcomes: |
|  |
|  |  |

| 9.2 | **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: |
|  |

| 9.3 | **Criterion 3 – Leading School Development** |
| --- | --- |
|   |
| Set out **two** examples which most effectively demonstrate your competency under this criterion with a particular focus on results/outcomes: |
|  |

| 9.4 | **Criterion 4 – Developing Leadership Capacity**  |
| --- | --- |
|  |
| Set out **two** examples which most effectively demonstrate your competency under this criterion with a particular focus on results/outcomes: |
|   |

1. With these four criteria in mind, what significant contribution do you see yourself making as a member of the Leadership and Management Team in this school?

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

**11. OUTSIDE ACTIVITIES**

| **Name any extra-curricular activities which you have promoted in this school or the school that amalgamated assimilated into this school or within your community:**  |
| --- |
|   |

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

|   |
| --- |

**NOTES:**

**(A)** Candidates should note that they may access, **upon receipt of a** **written request** made to the Chairperson of the Board, all items listed (i) to (iii) below after s/he is notified of the outcome of the post of responsibility appointment process:

1. His/her marks under each selection criterion
2. The notes of the interview board pertaining specifically to the candidate alone.
3. The marks of the recommended candidate under each criterion.

Note: Seniority as a selection criterion is no longer applicable from 2019/20.

**(B)** In applying for the post at an AP II, I understand and accept all the conditions of the recruitment process, including those specific to any potential Appeal Procedure, outlined in Circular 0044/2019,



I accept I do not accept 

**(C)** I accept responsibility for the information supplied on this application form - its accuracy and credibility.

 **(D)** I understand that I will be assessed on the basis of the selection criteria/competencies as per Circular 0044/2019.



 I understand and accept the above

Signature: Date:

**NOTES:**

**St Michael's House SNS Foxfield shall not accept late application forms. It is the responsibility of the candidates to ensure that the application forms are received at the stated address before the stated deadline. Any technical difficulties encountered by the sender when forwarding applications are not the responsibility of the SMH.**

**Therefore candidates are strongly advised to submit applications well before the 12 Noon deadline on the specified closing date.**

**The latest date for receipt of applications is**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Completed application form to be returned by email to: recruitment@foxfieldsmh.ie**

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

SMH is a registered Data Controller and Equal opportunities employer.

***Late applications will not be accepted.***

***Shortlisting of candidates may take place. CV’s alone will not suffice.***

***Canvassing will disqualify. SMH is an equal opportunities employer.***

(Ref: Acting APii 2024)