St Vincent’s Secondary School

APPLICATION FORM 2019/20

Programme Co-ordinator at AP II Level

Appointment to the vacant Programme Co-ordinator at AP II Level will be in accordance with the promotion procedures outlined in Circular Letter 0003/2018. The appointee will become part of the leadership and management team in the school. The roles and responsibilities of the post will be based on the leadership and management needs and priorities of the school and will be commensurate with the level of the post.

This form should be typed in Arial font size 12 and must be signed.

1. All questions should be answered.
2. Do not change the question numbers or sequence.
3. Boxes will expand as required.
4. No letter of application, CV or written reference should accompany this form.

You are reminded to take appropriate steps to maintain the privacy of the completed form. Do not use school owned equipment to complete the form or store it on any school storage device.

Please enclose **THREE COPIES** of your application to:

**The Secretary, Board of Management, St. Vincent’s Secondary School, St. Mary’s Road, Cork.**

Mark the outside of the envelope clearly “Programme Co-ordinator AP II Level”

**Applications received after 3.30 p.m. on 17/01/2020 will not be considered.**

Provisional Date(s) for interviews: Monday 20th January 2020

**COMPLETING A COMPETENCY BASED APPLICATION FORM**

A Competency Based Application Form requires you, the candidate, to describe some of your personal achievements that demonstrate certain competencies (necessary skills and qualities) required for the position for which you are applying.

The resource, LOOKING AT OUR SCHOOL 2016, issued by the Department of Education & Skills, sets out the quality framework for leadership and management in Irish schools. It identifies the key leadership and management areas in a school (domains), and these are then further divided into various content standards for each domain. Each standard is further divided into statements of effective and highly effective practice.

In the school, Assistant Principals will occupy positions of strategic importancein leadership, management and administration. In line with the principles of distributed leadership, Assistant Principals must work in teams in collaboration with the Principal and/or Deputy Principal and have shared responsibility, commensurate with the level of the post (i.e. AP I or AP II), for areas such as curriculum and learning, student support and wellbeing, school improvement, leadership/management and the development of staff teams.

You should complete Section 4 of the Application Form, with relevant examples from **your** professional experience and/or educational experience and/or life experience, that demonstrate your capacity under each of the four criteria. You are advised to give the best examples of what **YOU** have done that demonstrate your capacity. 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 this shows your capacity in the four areas listed:

1. Leading Learning and Teaching
2. Managing an Organisation
3. Leading School Development
4. Developing leadership capacity

For each example include the following:

(a) the nature of the task, problem or objective

(b) what you did and how you demonstrated the skill or quality relevant to the specific domain (and, where appropriate, the date you demonstrated it)

(c) the outcome or result of the situation.

To demonstrate the breadth of your experience, it is advisable not to use the same example to illustrate your answer to more than two of the criteria.

Please note that during the interview the Interview Board may further explore your example and may look for additional examples of where you have demonstrated the skills or qualities required for this post. For this reason, you should think of a few examples relevant to the domains.

All question areas on the Application Form should be completed. The total number of pages should not exceed 12.

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| --- |
| 1. **Personal** |

**Name:**

**Telephone/Mobile Number:**

**Email:**

**Do you have the required qualified teaching experience as per Circular 0003/2018?**

* For Programme Co-ordinator at AP II Level, this is 1 years teaching service recognised by the DES for incremental credit purposes.

**Place an X in the relevant box**

###### YES NO

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| --- |
| 1. **Qualifications & Professional Development** |

|  |  |  |
| --- | --- | --- |
| **Institution** | **Primary Degrees/Post Graduate Degrees/Diplomas** | **Year of Graduation** |
|  |  |  |

**Other Courses:**

List any other courses not included above. Please include dates of the relevant training and duration of these courses as well as additional qualifications, starting with the most recent and working backwards.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Course** | **Name of Organisation or Institution** | **Duration** | **Date(s)** |
|  |  |  |  |

**Other Relevant Qualifications:**

|  |
| --- |
| **3. Teaching and Other Relevant Experience** |

**For each of the following sections please start with the most recent and work backwards and leave no gaps in 3.1.**

* 1. **Employment:** Please indicate whether the position was whole time (w) or part-time (p).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates**  **From** | **Dates**  **To** | **Position** | **School or other Institution** | **Responsibilities** |
|  |  |  |  |  |

**3.2 Post (s) of Responsibility (if applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates From** | **Dates**  **To** | **Position:**  **\* AP, SDT, PC** | **School** | **Role** |
|  |  |  |  |  |

\*AP Assistant Principal; SDT Special Duties Teacher; PC Programme Co-ordinator.

**3.3** List, with outline dates, any extra-curricular activities in which you are or have been involved:

**3.4** Other experience or information which may be relevant to the position:

|  |
| --- |
| **4. Role and Function of Assistant Principal** |

The provision of evidence is central to the competency-based selection process. In this section, you are asked to set out your experience, with relevant examples, no more than two in each case, of professional experience and/or educational experience and/or life experience, that demonstrates your capacity for leadership and management in each of the four areas.

4.1 Leading Learning and Teaching (Maximum 300 words)

**Promote a culture of improvement, collaboration, innovation and creativity in learning, teaching, d assessment Promote a culture of improvement, collaboration, innovation and creativity in learning, teaching, and assessment**

4.2 Managing an Organisation (Maximum 300 words)

4.3 Leading School Development (Maximum 300 words)

4.4 Developing Leadership Capacity (Maximum 300 words)

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| **5. Undertaking** |

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

**Signature of Applicant: ……………………………………. Date: …………………….**

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| **6. Notes** |

*The Interview Board will not award any marks for this application form but may refer to the information provided therein during the interview.*

*In accordance with circular 0003/2018 each candidate will be provided, upon written request, with 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(s) under each criterion*

**Data Protection:** All personal information provided on this application form will be processed in a confidential and secure manner for the purpose of the recruitment process. Application forms will be retained for a period of 18 months after the formal announcement of appointment of the successful candidate to the post and in the case of a successful candidate for the duration of his or her employment and for seven years thereafter. The information will not be disclosed to a third party without your consent save where provided for by law or where such processing is necessary to comply with the school’s legal obligations. 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 your personal data, please contact the chairperson of the board of management.

St Vincent’s Secondary School is an equal opportunities employer.