



Support Notes

Application for the Position of Acting Deputy Principal

Introduction

An Acting Deputy Principal position arises from April 2026. The allowance for the post will be aligned to the relevant category based on student numbers, pending Department approval.

The ideal candidate will:

- Be able to work well under pressure and have a strong capacity for creative thinking and problem solving
- Be flexible, adaptable and reflective
- Be an effective communicator and have the capacity to build positive relationships with the various constituents of the school community
- Be dynamic, innovative and creative
- Be committed to the use of a restorative approach to supporting students.

The person appointed must:

- Be registered or eligible to register with the Teaching Council
- Have at least 5 years teaching experience at second level
- Hold a relevant post graduate qualification
- Understand and be committed to implementing the Educate Together Ethos

Interviews

- Interviews will be held as soon as possible after the closing date for applications and may be held any day from week commencing 13th April 2026.
- The Selection Committee may request those called to interview to complete a task or presentation as part of the interview process. The Selection Committee will advise candidates called to interview of the marking scheme to be used during the interviews.
- Marks will be awarded across the list of criteria below, communication during the interview and the completion of a task, if required.
- A number of key competencies (see definitions below) have been identified as being essential for the effective performance of the role and function of Acting Deputy Principal and these will underpin the selection criteria that will apply to the interview process:
 1. Lives the Educate Together Ethos
 2. Promotion of a Holistic Development Culture including Leading Learning and Teaching
 3. Interpersonal Relationships including Developing Leadership Capacity
 4. Management & Administration including Managing the Organisation
 5. Strategic Management including Leading School Development
 6. Self-awareness & Self-management Skills

General Points

- The Board of Management is an equal opportunity employer
- Short-listing of candidates may take place
- Candidates may be called for more than one interview or an additional selection procedure
- Canvassing will disqualify
- Any offer of employment is conditional on the candidate meeting all vetting and child protections requirements under the Children and Vulnerable Persons Acts 2012-2016, to the satisfaction of the Board of Management. In addition, the prospective appointee shall be required to complete a child protection related Statutory Declaration and Form of Undertaking and to provide same to the Board of Management prior to taking up the position.
- The successful candidate will only be paid by the Department of Education if he/she fulfils the Department conditions, which include specific registration with the Teaching Council for the Voluntary Secondary School Sector.
- Candidates are advised to review the following documents:
 - Educate Together Charter (Educate Together website)
 - Educate Together Blueprint for second-level schools (Educate Together website)
 - Educate Together Ethos Platform (Educate Together website)
 - Looking at Our School 2022 (Department of Education website)
 - Reports from Department Inspections (published reports on Department website).

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 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 consent, save where provided for by law or where such processing is necessary to comply with the school's legal obligations. A person may, at any time, make request access to the personal information held. Should you wish to make any changes, or erasures, to your personal data, please contact the Chairperson of the Board of Management via the school office.

Checklist for Applicants

- Have you signed the form?
- Is your name on the front cover?
- Are all questions answered and in the original sequence?
- Are answers typed in Aptos font size 11?
- Have you remained within the word guidance ?
- Have you written "Acting Deputy Principal Application" in the subject line of the email ?
- Have you checked on the Teaching Council website that you are registered to teach in the Voluntary Secondary School Sector?