**Advertisement for Assistant Principal I and Acting-Up Assistant Principal I**

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**John the Baptist Community School**

**POSTS OF RESPONSIBILITY VACANCIES**

* **One Post of Assistant Principal I**
* **One Post of Assistant Principal I (Acting-Up)**

**Number of Posts: 2**

The Board of Management of John the Baptist Community School invites applications from eligible candidates for the above posts.

The post will be filled in accordance with Circular Letter 0003/2018 and Information Note TC 0022/2021 on Circular Letter 003/2018. Applicants should familiarise themselves with this Circular ( <https://www.education.ie/en/Circulars-and-Forms/>)

The appointee will become part of the Leadership and Management Team in the School.

**Eligibility criteria:**

Assistant Principal I:

* be fully registered with the Teaching Council under route 2 or under route 3 as per the accompanying clarification issued by DE in June 2018.
* have a minimum of 3 years/ teaching service recognised by DES/ETB for incremental credit purposes. [**Where it is not obvious that the applicant has a minimum of 3 years’ teaching service, then that teacher should provide a statement of service from the DE as evidence of incremental service**]

The post will be interviewed and marked in accordance with the criteria and marking scheme in circular letter 0003/2018.

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|  **Leading Learning and Teaching** (25 marks) | **Managing an Organisation** (25 marks) |
| **Leading School Development** (25 marks) | **Developing Leadership Capacity** (25 marks) |

**Note:**

* Appointment to the post of responsibility will be conditional on the teacher being available to carry out the roles and responsibilities assigned to the post.
* The successful candidate for the Assistant Principal Acting up needs to be in the position for 84 days or more (12 weeks) to be paid an allowance for the temporary (acting up) post.
* Selection Board and interviews shall be as outlined in DES Circular Letter 0003/2018 and Information Note TC 0022/2021 on Circular 003/2018.
* The Appeals procedure outlined in Circular Letter 0003/2018 applies.
* Candidates are referred to the following which are posted on the staff notice board:
	+ the full list of identified Leadership and Management needs and priorities of the school.
	+ The list of post holders, level of their post and summary of their roles and responsibilities.

Applications should be made on the official Post of Responsibility Application Form which is available digitally from the website.

**Closing date for receipt of completed applications is: Thursday3rd February at 12 noon 2022.**

**Interviews are provisionally scheduled for: Week beginning 14th February 2022**

Candidates are advised that late applications cannot be accepted.

**SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: 18th January 2022**

 ***Secretary, Board of Management Date Posted on Staff Noticeboard***