



Crescent College Comprehensive SJ

POST OF RESPONSIBILITY VACANCY

Post of Assistant Principal I

Number of Posts: 2

The Board of Management of Crescent College Comprehensive SJ invites applications from eligible candidates for the above post.

The post will be filled in accordance with Circular Letter 0003/2018 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.

The roles and responsibilities of the post will be based on the Leadership & Management needs and priorities of the school and will be commensurate with the level of the post.

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 DE 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.

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.
- Selection Board and interviews shall be as outlined in DE Circular Letter 0003/2018.
- 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 postholders, level of their post and summary of their roles and responsibilities.
 - In accordance with the agreement of 07/05/2025 between the Teaching Unions and the Department of Education and Youth a panel will be established to fill any acting vacancy at API level should a vacancy arise during the 2025/ 2026 academic year.

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

Closing date for receipt of completed applications is 4pm on Thursday 11 September 2025.

Interview date will be advised.

Candidates are advised that late applications cannot be accepted.

SIGNED:



Secretary, Board of Management

DATE: 28 August 2025

Date Posted on Staff Noticeboard