



## Crescent College Comprehensive SJ

### POST OF RESPONSIBILITY VACANCY

#### Post of Assistant Principal II

Number of Posts: 3

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 II:**

- *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.

<b>Leading Learning and Teaching</b> (25 marks)	<b>Managing an Organisation</b> (25 marks)
<b>Leading School Development</b> (25 marks)	<b>Developing Leadership Capacity</b> (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 Wednesday 19 November 2025.**

Interview date will be advised.

Candidates are advised that late applications cannot be accepted.

SIGNED:



*Secretary, Board of Management*

DATE: 5 November 2025

*Date Posted on Staff Noticeboard*