

**Principal
Ellenfield Community College
Permanent Position
Ref: PECC26**

The Principal has overall responsibility under the authority of City of Dublin Education and Training Board for the day-to-day management of the school as provided for in legislation / circulars / Deeds of Trust and other relevant communications.

The post currently attracts a Responsibility Allowance of **Category IX (9)** per annum. incorrect – query with allocations

City of Dublin Education and Training Board (City of Dublin ETB) was established on 1st July 2013 under the Education and Training Boards Act, 2013. City of Dublin ETB has 3,000 employees and an annual budget of €580m. It is the state education and training authority for Dublin city and serves the area covered by Dublin City Council. This provision is delivered to over 48,000 learners (20,000 full-time and 28,000 part-time) and is supported by a range of services including a psychological service, a curriculum development unit, a buildings maintenance unit and Head Office staff in Ballsbridge. It also has statutory responsibility for supporting the provision, coordination, administration and assessment of youth work services in Dublin city and is the lead partner for Music Generation Dublin City. City of Dublin ETB is also responsible for the national awarding authority for student grants in Ireland, Student Universal Support Ireland (SUSI).

Terms and conditions of employment: As per the Department of Education and Skills directives.

A minimum of five years wholetime teaching experience is essential for the above post.

Proposed Timeframe	Shortlisting will commence on: 26 th March 2026 Interviews will be held on: 13 th April 2026 <i>*All dates are subject to change and are for guidance only</i>
Statutory Requirements	The statutory functions of the Principal are set out in Sections 22 and 23 of the Education Act 1998.
Salary	In accordance with the relevant Department of Education Class III Salary Scales and appropriate qualification allowances.
Qualifications	Academic: The person appointed must have the necessary academic qualifications for permanent appointment to a teaching post under an Education and Training Board i.e. a University degree or equivalent. Teaching Experience: Not less than five years wholetime teaching experience. In this context, wholetime teaching service may be taken to be permanent wholetime, temporary wholetime and EPT/PRT wholetime service where the full 22 hours are worked weekly for the full college year.
Obligations	The obligations of the Principal in general terms are as follows, without prejudice to the generality of the functions of the Principal: <ul style="list-style-type: none"> • The Principal controls the internal organisation and management of the college, including the assignment of duties to members of the teaching and non-teaching staff. • The Principal ensures that the Board of Management/ETB's policies, procedures, guidelines and requirements are adhered to. • The Principal submits to the Board/ETB all such statements and reports affecting the conduct of the college as the Board/ETB requires. • The Principal is responsible for day-to-day financial administration and reporting and ensuring finances are maintained according to good governance, regulations and guidelines.

	<ul style="list-style-type: none"> • The Principal is required to be fully familiar with the Child Protection Guidelines and, where relevant, it is normal for the Principal to be the Designated Liaison Person (DLP). • The Principal has a range of statutory functions and obligations as outlined in legislation. Such statutory functions are implied into the Contract of Employment.
Profile	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Be a leader, committed to the highest standards of education, provision, administration and governance. • Have a passion for education. • Have a clear vision for teaching and learning within the school. • Have strong people management and organisation skills. • Be a visionary and have experience in delivering projects through team work. • Be conscious of the role of the college plays in the local community. • Be aware of the importance of establishing links with employers and HE providers.
Competencies	<p>Candidates should note that questions relating to the following key roles will form part or all of the interview:</p> <p><i>Leading Learning & Teaching</i></p> <ul style="list-style-type: none"> • Establish and promote high standards and expectations for all students and staff regarding academic performance, engagement, learning, behaviour and social skills. • Ensure relevant supports are in place to facilitate learners of all abilities. • Effectively implement appropriate modern teaching methodologies and learning strategies to the benefit of student achievement and college performance. • Actively promote own continuous professional development and that of staff and ensure that it is in line with the overall goals, plans and targets of the college. • Be responsible for the creation, together with the students, the Board of Management, and the teachers, of a college environment which is supportive of learning and high achievement among the students. • Work with external stakeholders to create progression opportunities for students to higher education and employment. • Establish links with other schools, centres, and service providers to ensure access/progression to courses provided by the college • Continuously develop and prioritise, in conjunction with staff, a timetable, a curriculum, instructional methodologies and college plans that best meet the needs of the entire student population in accordance with Department of Education and Skills and the relevant sector regulations and guidelines. • Ensure that the education provided in the college is constantly supervised and evaluated to ensure compliance with QQI and other certification body requirements. • Ensure that strategies, measures, methodologies, improvement plans and targets are put in place to ensure best practise and that standards of teaching and learning are being achieved. • Develop and provide appropriate learning and curricular programmes to meet the needs of all students in the college and ensure the diversity of the student population is being addressed. • Monitor and review learning and curriculum to ensure that labour market needs are met in accordance with the policies of SOLAS and other Government Departments. • Ensure that modern teaching and learning methodologies, particularly IT, are used to provide up-to-date and effective learning for students. <p><i>Leading School Development</i></p> <ul style="list-style-type: none"> • Put in place comprehensive College Development/Education Plans, following consultation with staff/students/BOM/ETB and other relevant stakeholders.

- Develop, implement, evaluate, and update procedures and systems for the operation and functioning of the college ensuring compliance with legislation (Education, Employment Law, etc.) and with Department, SOLAS, EBI, QQI and relevant sector regulations, philosophy, and values.
- Strategically develop the expertise and capability of the staff in line with City of Dublin ETB policies.
- Establish structures in the college that facilitate excellence in teaching and learning and support and cultivate a community of learning.
- Develop a management tier devoted to the key objectives of the college.
- Implement the policies and decisions of the ETB, Board of Management, the Minister and Department of Education and Skills in such a way as to enhance the college offering.
- Set a system for constant re-evaluation of the purpose, objectives, and activities of the college in line with College Self Evaluation Guidelines from the Department of Education & Skills Guidelines and other relevant documents and guidelines.

Developing Leadership Capacity

- Lead, motivate and manage the teaching and ancillary staff in the college to achieve excellence in their work using good HR and industrial relation procedures, appropriate systems, planning and evaluation, teamwork/support, organisation and communications.
- Set high standards of work and behaviour and be actively involved in probation, performance management and appraisal of staff through the agreed systems.
- Actively manage difficult employment issues, following agreed procedures, using appropriate action, support, and advice.
- Ensure adherence to child protection, health, safety and welfare guidelines for students, staff, and visitors.
- Foster and maintain excellent professional working relationships with all staff in the college, ensuring effective delegation and support.
- Establish strong organisation structures within the college with clearly defined roles and responsibility among the various categories of staff, in line with staff skills and talents.

Communication

- Set up excellent communication structures/policies and procedures with staff, students, Board of Management, ETB and all partners and stakeholders.
- Set a standard and code for communications in the college in terms of tone, response, methods, and appropriateness.
- Set up good communication structures to the wider community from the college and ensure that the college has effective and positive public relations.
- Embrace modern methods of communication.

Managing the Organisation

- Set an organisational timetable /calendar for the college regarding administrative matters such as Department /ETB returns.
- Set an organisational timetable /calendar for the college regarding Health and Safety drills, actions, checks and Safety Statement reviews.
- Control, manage and best use college/public funds and ensure all financial records are up to date and maintained according to good governance, regulations, and guidelines.
- Consult with the Deputy Principal and the senior management team on matters related to the administration and management of the college as appropriate.
- Act as Secretary to the College Board of Management, to assist and advise the members on policy and on professional, financial and administrative matters. Understand the role and function of the Board of Management and work in cooperation and support of the Board of Management.
- Establish effective data management systems such as student records, teacher records, attendance, purchasing procedures, and timetables.
- Ensure data management systems such as PLSS are maintained and that all regular reporting requirements are implemented.

	<ul style="list-style-type: none"> • Ensure the facilities and assets of the college are maintained and managed to the highest standards. Put in place a calendar of maintenance to be conducted during the year and to ensure it is complied with. • Lead the college in ensuring that all administrative matters are dealt with effectively and on time. <p><i>Self-Awareness and Self-Management</i></p> <ul style="list-style-type: none"> • Set a good standard of professional interaction and ensure excellent relationship boundaries are in place. • Be aware of own skill set and traits and ensure to seek help and advice when required and to operate with an openness with the Board of Management and/or ETB. • Uphold professional integrity at all times for example discretion, confidentiality, loyalty, and trust. • Seek to actively improve on skill sets through active networking, CPD and good interactive working relationships. <p>The Principal acts as Secretary to the Board of Management (please refer to the ETB Handbook for Boards of Management). The Principal shall be entitled to be a member of any and every sub-committee of a Board of Management.</p>
<p>Terms and Conditions of Appointment</p>	<ul style="list-style-type: none"> • The appointment will be subject to the sanction of the Chief Executive. • Any offer will be subject to the receipt of two satisfactory references • For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before they are appointed, to undergo at the City of Dublin ETB's expense, a medical examination by a qualified practitioner nominated by City of Dublin ETB. • The person appointed to the post will be required to contribute to the relevant Superannuation Scheme. • Extern work may not be undertaken without the prior consent of City of Dublin ETB. • City of Dublin ETB reserves the right to transfer as the needs of the organisation dictates. • The appointment will have a probationary period, details of which will be stipulated in the contract of employment.
<p>Citizenship Requirements</p>	<p>Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreement may also apply. Please visit the link below for updates to these requirements: Coming to Work in Ireland - Workplace Relations Commission</p> <p>Please note that upon appointment the successful candidate must have valid right to work status.</p>
<p>Teaching Council</p>	<p>The successful applicant must be currently registered with the Teaching Council of Ireland.</p>
<p>Garda Vetting</p>	<p>City of Dublin ETB is registered with the National Vetting Unit (NVU) which provides a disclosure service for organisations who have staff positions which may involve regular unsupervised access to children and vulnerable adults. As part of the organisations recruitment and selection process, offers of employment will be subject to NVU disclosures, where applicable.</p> <p>City of Dublin ETB reserves the right to re-vet all staff employed in positions that entail working with children and vulnerable adults at any time during their employment.</p>
<p>Superannuation & Retirement</p>	<p>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service</p>

	<p>Pension Scheme (“Single Scheme”). Full details of the Scheme are at www.singlepensionscheme.gov.ie.</p> <p>Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay, different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p> <ul style="list-style-type: none"> • Pensionable Age: The minimum age at which pension is payable is 66 (retirement age is linked to State Pension Age). • Retirement Age: Scheme members must retire on reaching the age of 70. • Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are updated each year by reference to CPI). • Post retirement, pension increases are linked to CPI
<p>Pension Abatement</p>	<p>If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.</p> <p>However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.</p>
<p>Department of Education Early Retirement Scheme for Teachers Circular 102/2007</p>	<p>The Department of Education introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).</p>
<p>Exclusions</p>	<p>Candidates should note that persons who have taken part in public service early retirement schemes including the following are not eligible to take part in this competition:</p> <p>Incentivised Scheme for Early Retirement (ISER): It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position;</p> <p>Department of Health and Children Circular (7/2010): The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds. The same prohibition on re-employment</p>

	<p>applies under the VRS, except that the prohibition is a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. Persons who availed of either of these schemes are not eligible to take part in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).</p> <p>Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013: The Department of Environment, Community & Local Government Circular Letter LG (PP) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed below, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 - 2011 and the Public Service Pensions (single Scheme and other Provisions) Act 2012) for a period of two years from their date of departure under this Scheme. These conditions also apply in the case of engagement / employment on a contract for service basis (either as a contractor or as an employee of a contractor).</p> <p>Collective Agreement Redundancy Payments to Public Servants: The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payment to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public interests Acts 2009 – 2011) for a period of two years from termination of the employment. People who have availed of this scheme a who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).</p>
Ill Health Retirement	<p>Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.</p>
Pension Accrual	<p>A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.</p>
Additional Superannuation Contribution	<p>Please note that an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017 is payable for this employment.</p>
Declaration	<p>Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement, including schemes not specifically mentioned above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.</p>
Referees	<p>Candidates must supply details of two referees on their application form, please note that these referees should have knowledge of you and your work to whom professional reference can be made. One of which should be your current or most recent employer.</p> <p>Referees may be contacted pre or post interview directly by City of Dublin ETB at its convenience and without further notice to candidates.</p>

Notes:

- Applicants must create a profile in order to apply for positions via our online system, which can be done through the link below.
- Creating a profile is NOT applying for a position.
- After a profile is created only then can positions be applied for. The system will generate an email advising that a position has been applied for and will provide the reference number. If you do not receive this confirmation, you have not applied for the position.
- Candidates with queries should contact applications@cdetb.ie for assistance quoting the reference number, however candidates with technical queries should use the help function available at the login area in the first instance.
- Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when forwarding applications are not the responsibility of City of Dublin ETB. Therefore, candidates are strongly advised to submit applications well before the 12 Noon deadline on the specified closing date.
- Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. Incomplete applications may not be considered.
- All enquiries regarding your application should be made to applications@cdetb.ie. You must use the post reference in the subject line of the email.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after appointment, in summary dismissal.
- Selection will be by the way of a competitive interview which will focus on the key skills and duties of the role and the competencies associated with roles at this level.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by City of Dublin ETB.

Latest date for receipt of completed online applications is:

12 noon on Thursday 26th March 2026

Late applications will not be accepted. Shortlisting may take place.

Canvassing will disqualify.

City of Dublin Education and Training Board is an equal opportunities employer.

Dr. Christy Duffy
Chief Executive