



TO: QTU REPRESENTATIVES

(Please ensure that the Principal and each QTU Rep receives a copy of this Newsflash)

Please e-mail or provide a copy to each member (do not simply place on the noticeboard)

School leaders selection process

PLEASE CIRCULATE TO ALL ASPIRING LEADERS

A Members' Newsflash was sent on 20 July announcing that there would be a new selection process for school leaders. The new process achieves longstanding QTU policy on principal selection. Now that the QTU has received the final documents from the Department of Education and Training (DET), we are able to provide a more detailed overview of the process.

This new process is for school leaders – Stream 3, SL1 – SL7. This means it only applies to principals, heads of campus and heads of school. Low SES National Partnership school and executive principal positions will be advertised separately.

Important timelines

For positions advertised during semester 2, 2010, an applicant can be appointed to begin at a school between 1 January 2011 and 31 December 2011.

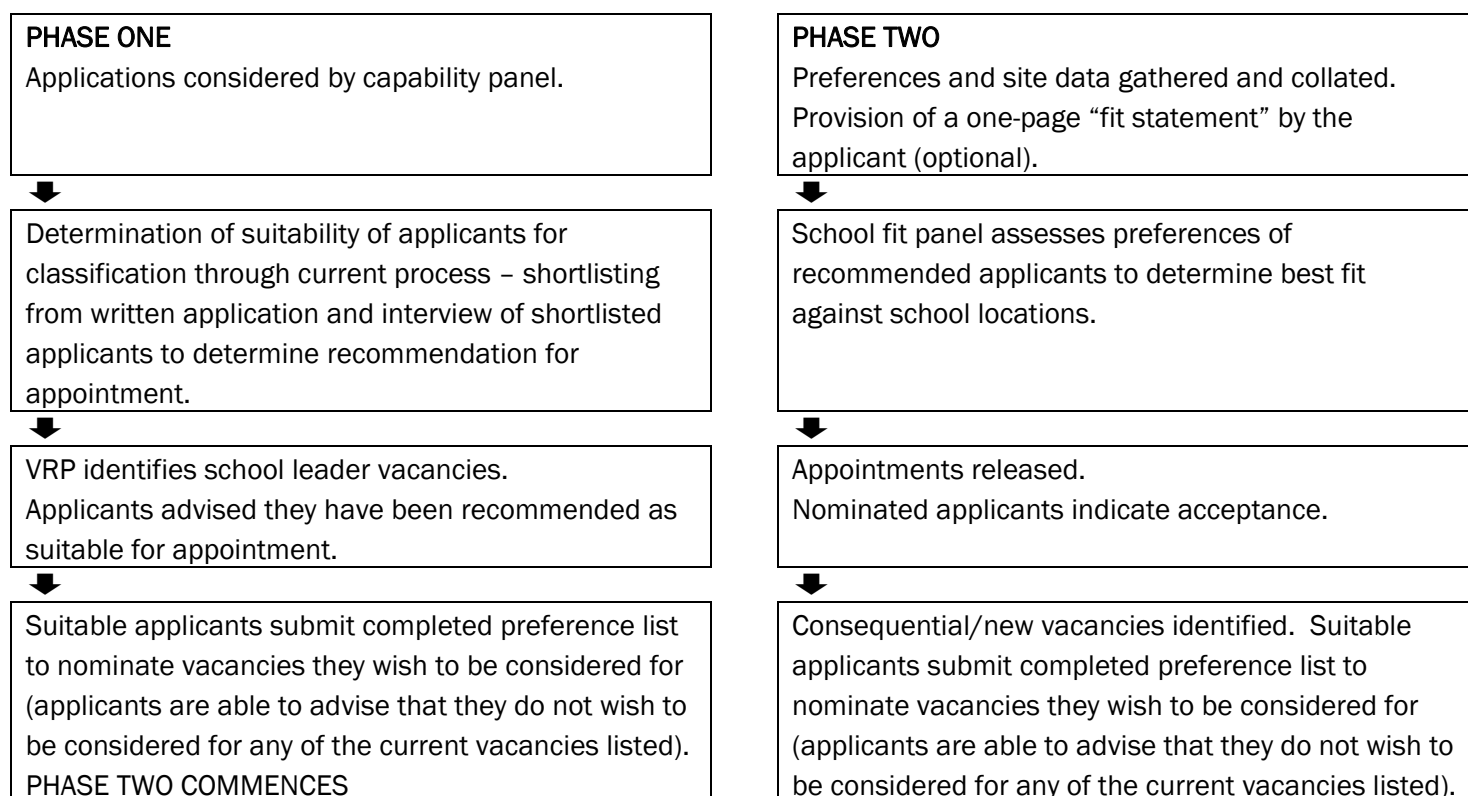
Timelines - school leaders selection process - semester 2, 2010	
Activity	Date
Vacancy Review Panel meets	Friday, 23 July 2010
Advertising of principal positions on the Queensland Governments Smart Jobs and Careers website.	Friday, 6 August 2010
Lodging of applications close	Monday, 23 August 2010
Capability panel recommendation	Friday, 17 September 2010
Letter/preferences to recommended applicants	Week beginning 4 October 2010
Preferences due	Monday, 11 October 2010
School fit panel recommendations due	Wednesday, 3 November 2010
Appointment release date	Friday, 12 November 2010
Preferences due	Tuesday, 25 November 2010
Modified Vacancy Review Panel meets	Thursday, 18 November 2010
Second round of vacancies (consequential/new) sent to recommended applicants	Friday, 19 November 2010
School fit panel meets	Monday, 19 November to Wednesday, 1 December 2010
Appointment release date	Friday, 10 December 2010

Features of new process:

- Applications for appointment to school leader roles (excluding executive principals and Low SES National Partnership schools) will now be called **once** a year for each level within the school leader stream (Stream 3, SL1 to SL7).
- Aspiring leaders who don't submit an application for the advertised classification and sector, will, in most cases, not be eligible for consideration for appointment as a school leader until the next round of advertising 12 months later.

- A two-phase process is to be implemented. Phase one will initially see applications considered by a “capability panel”, to determine the suitability for appointment to that classification level. A capability panel will be formed for each school leader classification and sector (Stream 3, SL1 to SL7/primary, secondary, special).
- The capability panel will consist of a panel chair (RD/EDSI or other representative of the DG), DET representative (determined by the DDG, DET) and a QTU nominee.
- The capability panel will shortlist from written applications and interview shortlisted applicants to make recommendations for appointment.
- Suitable applicants will be asked to indicate preferences against a list of identified vacancies for that classification level and sector (primary, secondary, special). They will be asked to indicate if they wish to be considered for appointment for each location by indicating **YES** or **NO**.
- When a recommended applicant returns their preference sheet, they can provide an additional one-page statement (minimum font size 12 point Arial) **per school** they wish to be considered for. This information should only outline why the applicant believes they are the best fit for the nominated location/s. It is not used to determine capability, as this has already been assessed.
- In phase two of the process, the “school fit panel” will assess applicants recommended by the capability panel and determine the most appropriate applicant for the school.
- The school fit panel will consist of a panel chair (RD/EDSI or other representative of the DG), the capability panel chair (as the DET representative), QTU nominee, and the Queensland Council of Parents and Citizens' Association (QCPCA) representative. It is anticipated that at least two members of the school fit panel will also have been part of the capability panel. The panel chair of the capability panel must participate in the school fit panel.
- If an applicant is not interested in being considered for appointment to any of the nominated locations, the recommendation for appointment remains active and they will continue to be provided with opportunities to submit preference lists for locations identified in the following 12-month period.
- Applications will remain current for 12 months. If a recommended applicant is not appointed to a school leader role within this 12-month period, they will need to reapply when applications are called for the following year.
- An applicant must submit a separate application form for each stream level and sector they wish to be considered for.

An overview of the two phase process



Old process	New process
Advertising of school vacancies each semester.	Advertising for applications for each level of the school leader classification and sector will occur once a year.
One phase – the one panel determined the best applicant for the school leader classification and school.	Two phases – capability panel and school fit panel.
The panel consisted of a panel chair, DET representative, QTU nominee and QCPCA representative.	<ul style="list-style-type: none"> The capability panel will consist of a panel chair (RD/EDSI or other representative of the DG), DET representative (determined by the DDG, DET) and a QTU nominee. The school fit panel will consist of a panel chair (RD/EDSI or other representative of the DG), the capability panel chair (as the DET representative), QTU nominee, and QCPCA representative
A range of selection tools used to determine the applicant's competence at the classification level for which they have applied for and strongly linked to Leadership Matters.	A range of selection tools used to determine the applicant's competence at the classification level for which they have applied for and strongly linked to Leadership Matters.
Applicants applied for specific school locations.	Applicants apply for a school leader classification level and sector. They will be provided with a listing of identified vacancies at their recommended classification level and will be asked to indicate if they wish to be considered for appointment for each location by indicating yes or no. This may occur a number of times during the following 12-month period.
Advertising of positions on the Queensland Governments Smart Jobs and Careers website.	Advertising of positions on the Smart Jobs and Careers website. The only difference from previous advertising of principal positions is that the advertisement will not contain a list of identified locations.

A copy of the following documents can be located on the QTU website:

- [Department of Education and Training – School Leaders Recruitment – FAQ](#)
- [Department of Education and Training – School Leaders Selection Process – Factsheet](#)

Authorised by:



John Battams
General Secretary