

Principal Selection Process – Information for applicants

We are trialling a new selection process for Principal vacancies, designed to attract and select the most suitable leaders for these key roles. During the trial, applicant suitability will be assessed through a multi-stage process.

Successful principals are able to lead and manage the planning, delivery, evaluation and improvement of the education of all students in a community through the deployment of resources provided by the Department of Education and the school community.

The process aims to identify successful applicants able to model important values and behaviours to a school and its community.

During this process you will need to demonstrate and will be assessed against the following six domains of practice - particular to the role of a principal:

1. Leading the moral purpose
2. Building productive relationships
3. Creating enabling conditions
4. Promoting improved teaching
5. Driving data informed practice
6. Leading strategic change

In addition, the Department of Education has identified six critical personal attributes (the Department's Leadership Attributes). These define the personal attributes and dispositions that are expected of a Principal. These attributes are;

- Openness and capacity for learning,
- Trustworthiness,
- Resilience,
- Interpersonal acumen,
- Self-awareness and
- Drive to excel.

Demonstration and assessment of these Leadership Attributes will form part of the assessment process for this position.

During this recruitment process, applicants will be assessed against both the domains of practice and the Department's Leadership Attributes. These will be assessed in relation to the business needs and context of the school.

The Selection Panel will assess the personal attributes (above) using information provided by nominated referees.

All information contained in the advertisement and the School Profile which is attached to the advert should be considered when applying for the vacancy.

Self-Reflection: Am I suitable for the role?

Prior to applying for the position, applicants should familiarise themselves with the JDF and School Profile information attached to the advert. A self-reflection tool has been designed to assist applicants to determine whether they have the skills and attributes to be successful in the advertised role. Applicants are encouraged to complete the self-reflection tool provided via the advert link. The outcome of self-reflection remains private to applicants and can't be accessed or used by the panel during the selection process.

Stage 1

There are two steps in stage 1:

1. In the first instance applicants are required to lodge their applicant information details through Jobs WA, via the "Apply for job" link at the bottom or top of the advert. No documents, resumes or referee nominations are required to be uploaded at this link.
2. Applicants complete an online questionnaire via a link in Application Instructions section of the advert.

The questionnaire is designed to capture work-related information regarding the selection criteria and leadership attributes. The questionnaire requires you to:

- Complete an online CV template addressing your work history,
- Complete four 250-word written statements regarding your key career achievements relevant to this position
- Complete a 100-word explanation for each achievement outlining why you have selected the achievement for inclusion in your application (total four statements)
- Nominate four (4) to six (6) referees, being a combination of peers, line managers and colleagues who agree to complete an online referee template regarding your skills and attributes relevant to the advertised role.
 - The online referee report will be sent to your nominated referees by a consultant assisting the panel.
 - Referee reports will seek information regarding the six Selection Criteria and the Department's six Personal Attributes of Effective Leaders.
 - It is preferable that the referees you nominate have worked with you in the last two years.
 - If you are a **current principal**, one referee should be a Collegiate Principal, Network Principal or Director of Education, one referee a colleague at the same level, and one an employee who currently reports to you. If you are an **aspiring principal**, you should select one referee who is your current or recent principal, deputy principal (or similar), one referee a colleague at the same level, and one an employee who currently reports to you.

During Stage 1 the following work-related requirements will be assessed:

- Leading the moral purpose
- Building productive relationships
- Leading strategic change
- Interpersonal acumen
- Self-awareness

Applicants assessed as competitive during Stage 1 will progress to Stage 2.

Stage 2

Applicants assessed as competitive following Stage 1 will be invited to complete an online assessment consisting of two written responses.

Three hours will be provided to applicants to complete this exercise.

The assessment can be completed in a location of the applicant's choice however other persons must not be in the room when completing the exercise.

During Stage 2 the following work-related requirements will be assessed:

- Creating enabling conditions
- Promoting improved teaching
- Driving data informed practice
- Openness and capacity for learning,
- Trustworthiness,
- Resilience,
- Drive to excel.

Applicants assessed as competitive during Stage 2 will progress to Stage 3.

Stage 3

Applicants considered competitive following Stage 2 will be invited to an interview with the panel.

During Stage 3 selected domains of practice and personal attributes will be assessed at the panel's discretion.

At the conclusion of Stage 3 the panel will complete a final assessment of interviewed applicants and identify the most competitive applicant.

Feedback, including a summary of the referees' online feedback will be provided to all applicants during the four-day breach period.

All requirements of the Public Sector Standards will be considered and met during the process.