PROCESSES FOR FILLING PRINCIPAL POSITIONS *

STEP 1

• The School Education Director submits the requirements of the vacant position to Staffing Services.

STEP 2

• Staffing Services runs a computerised match for Priority Transfers (incentive, nominated, compassionate transfers) and where there is a suitable match an appointment is made.

STEP 3

• If there is no Priority Transfer match, suitable applications for Resumption of Duty are considered by Staffing Services, and where there is a suitable match an appointment is made.

Ensuring Quality in STEPS 2 and 3

To ensure the quality of the above applicants, the following enhancements will be implemented:

• School Education Directors will need to indicate on a principal’s priority transfer application that the principal is competent.

• In certifying that the principal is competent, the School Education Director will use his or her knowledge from the Principal Assessment and Review Process in making this determination. The School Education Director will endorse the application if he or she has indicated the principal is performing satisfactorily on the Principal Assessment and Review Schedule and there have been no performance problems raised since that time.

• If a School Education Director identifies a problem with currency of knowledge or leadership skills for a principal who has resumed duty, the Professional Learning and Leadership Development Directorate will develop strategies to support the School Education Director in addressing the principal's needs.

* Updated to reflect 20 June 2008 changes to the operation of the service transfer list for classroom teachers and the composition of selection panels.
STEP 4

- If the position is not filled by an existing principal through Priority Transfer or Resumption of Duty, it will be advertised. Current members of the Teaching Service and teachers external to the Department will be able to apply.

Note: The Five Year Review Process for Principals will not be implemented.

THE SELECTION PROCESS

Selection Panel Composition

- School Education Director
- Teacher representative elected by and from the Teaching Service staff at the school
- School Parents and Citizens Association representative
- Another principal at the same or higher level, nominated by the Director, Staffing Services in consultation with the State Secondary Principals’ Council or the State Primary Principals’ Association. For metropolitan positions, the principal will be in a different region to the region in which the vacancy exists. For non metropolitan positions, the principal will be in a different school staffing area to that in which the vacancy exists. The Director, Staffing Services has the delegation to modify this if travel time would be greater than two hours
- Where applicable, a representative of the local Aboriginal Education Consultative Group Inc. and/or local ethnic community.

There must be at least one male and one female on the panel.

Preparing the Advertisement

Selection panels will prepare advertisements, within a word limit, based on the general selection criteria* and the particular needs/focus of the position. They will not be required to use the staffing codes as the basis for writing the advertisement. The advertisement will not be reviewed by a Tripartite Committee.

* The general selection criteria for Principal positions will be reviewed.

Referees

One referee must continue to be the School Education Director, Principal, State Office Director/Regional Senior Manager or the person to whom the teacher reports.
Selection Panel Report

Prior to the report (or reports in the case of minority reports) being submitted to Staffing Services, it is to be reviewed by the Regional Director who will endorse the report or seek further information from the panel.

Appeals Process

Applicants may appeal the recommendation of a selection panel on the basis that the process was irregular or improper. Appeals must be submitted to the Director, Staffing Services within ten calendar days of the applicants being informed that they were unsuccessful. Appeals will be considered by an appeals panel chaired by an independent convener, with representation from the Department and the Teachers Federation.

An applicant external to the NSW Teaching Service is unable to appeal against the appointment of an internal (existing permanent teacher) or external applicant.
PROCESSSES FOR FILLING EXECUTIVE POSITIONS

STEP 1

- The Principal submits the requirements of the vacant position to Staffing Services.

STEP 2

- Staffing Services runs a computerised match for Priority Transfers (incentive, nominated, compassionate transfers) and where there is a suitable match an appointment is made.

STEP 3

- If there is no Priority Transfer match, suitable applications for Resumption of Duty are considered by Staffing Services, and where there is a suitable match an appointment is made.

Ensuring Quality in STEPS 2 and 3

To ensure the quality of the above applicants, the following enhancements will be implemented:

- Principals will need to indicate on the executive’s priority transfer application that the executive is competent. This statement will be endorsed by the School Education Director.

- In certifying that the executive is competent, the principal will use his or her knowledge from the Teacher Assessment and Review Process in making this determination. The principal will endorse the application if he or she has indicated the executive is performing satisfactorily on the Teacher Assessment and Review Schedule and there have been no performance problems raised since that time.

- If a Principal identifies a problem with currency of knowledge or leadership skills for an executive who has resumed duty, the Professional Learning and Leadership Development Directorate will develop strategies to support the Principal in addressing the executive’s needs.

* Updated to reflect 20 June 2008 changes to the operation of the service transfer list for classroom teachers and the composition of selection panels.
STEP 4

- If the position is not filled by an existing executive staff member through Priority Transfer or Resumption of Duty, it will be advertised. Current members of the Teaching Service and teachers external to the Department will be able to apply.

THE SELECTION PROCESS

Selection Panel Composition

- Principal or nominee
- Teacher representative elected by and from the Teaching Service staff at the school
- School Parents and Citizens Association representative
- Panel member nominated by the School Education Director at the same or higher level as the vacant position. While this panel member would normally be an executive from within the school, the School Education Director has the discretion to nominate an executive or consultant from outside the school where this is considered appropriate
- Where applicable, a representative of the local Aboriginal Education Consultative Group Inc. and/or local ethnic community.

There must be one male and one female on the panel.

Preparing the Advertisement

Selection panels will prepare advertisements, within a word limit, based on the general selection criteria* and the particular needs/focus of the position. They will not be required to use the staffing codes as the basis for writing the advertisement. The advertisement will not be reviewed by a Tripartite Committee.

* The general selection criteria for Executive positions will be reviewed.

Referees

One referee must continue to be the Principal, State Office Director/Regional Senior Manager or the person to whom the teacher reports.

Selection Panel Report

The selection panel submits its report (or reports in the case of minority reports) to Staffing Services for approval.

Appeals Process

Applicants may appeal the recommendation of a selection panel on the basis that the process was irregular or improper. Appeals must be submitted to the
Director, Staffing Services within ten calendar days of the applicants being informed that they were unsuccessful. Appeals will be considered by an appeals panel chaired by an independent convener, with representation from the Department and the Teachers Federation.

An applicant external to the NSW Teaching Service is unable to appeal against the appointment of an internal (existing permanent teacher) or external applicant.
PROCESSES FOR FILLING CLASSROOM TEACHER POSITIONS *

STEP 1

- The Principal submits the requirements of the vacant position to Staffing Services.

STEP 2

- Staffing Services runs a computerised match for Priority Transfers (incentive, nominated, compassionate transfers) and where there is a suitable match an appointment is made.

STEP 3

- If there is no Priority Transfer match, the position is considered by Staffing Services for filling by:
  - Aboriginal Employment
  - Resumption of Duty
  - Targeted Recruitment Programs (Scholarships; Accelerated Teacher Training; Retraining)

Ensuring Quality in Priority Transfers and Resumption of Duty

To ensure quality, the following enhancements will be implemented:

- Principals will need to indicate on a teacher’s priority transfer application that the teacher is competent. This statement will be endorsed by the School Education Director.

- In certifying that the teacher is competent, the principal will use his or her knowledge from the Teacher Assessment and Review Process in making this determination. The principal will endorse the application if he or she has indicated the teacher is performing satisfactorily on the Teacher Assessment and Review Schedule and there have been no performance problems raised since that time.

- If a Principal identifies a problem with currency of knowledge or the teaching practice of a teacher who has resumed duty, the Professional Learning and Leadership Development Directorate will develop strategies to support the Principal in addressing the teacher's needs.

* Updated to reflect 20 June 2008 changes to the operation of the service transfer list for classroom teachers and the composition of selection panels.
STEP 4

If the position has not been filled through steps 2 or 3, Staffing Services runs a computerised match for service transfers from the group of teachers who had an active service transfer on the computerised staffing system as at 13 April 2008. Step 4 will continue to operate until the beginning of Term 2, 2010.

If a service transfer applicant matches the position and the last vacant position at the school, other than those filled through steps 2 and 3:

- was not filled through service transfer, then the teacher will be appointed; or
- was filled through service transfer, then the position will not be filled automatically by the service transfer applicant and it will be filled in accordance with step 5. In this situation the teacher’s service transfer application remains active.

STEP 5

If the position has not been filled through the above methods, the school selects the method of filling the vacant position from one of the options below:

- Open Advertisement (all qualified teachers can apply)
  
  Note: Where a position is advertised, the teacher on the service transfer list who matches the position and has the highest transfer points will be contacted and invited to apply. If an application is submitted, the teacher is guaranteed an interview for the position.

- Graduate Recruitment
  
  - School can request Staffing Services to appoint directly from the Graduate Recruitment Program List

  OR

  - School can request the interested pool and select

- Service Transfer
  
  - School can request Staffing Services to appoint the top match from the Service Transfer List

  OR

  - School can request the interested pool and select

  Note: Where the pool of interested service transfer applicants is requested, the teacher on the service transfer list who matches the position and has the highest transfer points will be guaranteed an interview for the position if they choose to apply.
Employment
- School can request Staffing Services to appoint the top match from the Employment List
  OR
- School can request the interested pool and select
  Note: Where the pool of interested employment applicants is requested, the teacher on the service transfer list who matches the position and has the highest transfer points will be contacted and invited to apply. If an application is submitted, the teacher is guaranteed an interview for the position.

Appointing the Top Match

Staffing Services will maintain the Service Transfer List, Employment List and Graduate Recruitment Program List.

If a school requests Staffing Services to appoint directly from those lists:

- the teacher who matches the position and has the highest transfer points or priority date will be appointed from the Service Transfer or Employment Lists respectively;

- the graduate who is the best match and who has the highest ranking from the Graduate Recruitment Interview Process will be appointed.

Selecting from the pool of interested applicants

Where the school requests Staffing Services to provide the pool of interested applicants, the following process applies:

- Principal advises Staffing Services of the criteria for the position.

- Staffing Services emails all suitably qualified teachers on the appropriate list who have indicated an interest in a position at that school. Teachers are provided with the position criteria and are asked to submit a two page resume and two referees within 48 hours if they wish to be considered for the position.
  Note: Where the school requests the pool of interested applicants from the employment or service transfer lists, the teacher on the service transfer list who matches the position and has the highest transfer points will be contacted and invited to apply. The teacher will be guaranteed an interview if an application is received.

- The resumes of applicants who have indicated interest are provided to the principal. In the case of the Graduate Recruitment List, the principal will also be provided with the details of each of the graduate’s ranking from the Graduate Recruitment interviews.
• School based selection from the interested pool is determined by a selection panel.
  **Note:** Where the school requested the pool of interested applicants from the employment or service transfer lists and the teacher on the service transfer list who matched the position and has the highest transfer points has applied, the teacher must be invited to interview.

**Selection Panel Composition**

• Principal or nominee
• Staff member elected by and from the Teaching Service staff at the school. The school may elect a number of representatives who will be available to participate on selection panels
• School Parents and Citizens Association will be invited to participate. If it wishes to participate, it will be asked to nominate its representative within 10 working days
• Where applicable, a representative of the local Aboriginal Education Consultative Group Inc. and/or local ethnic community will be invited to participate. If it wishes to participate, it will be asked to nominate its representative within 10 working days.

There should be a gender balance, where possible.

**Preparing the advertisement for Open Advertisement Option**

Selection panels will prepare advertisements, within a word limit, based on the particular needs/focus of the position. They will not be required to use the staffing codes as the basis for writing the advertisement. The advertisement will not be reviewed by a Tripartite Committee.

**Referees**

For existing permanent teachers who apply for an advertised position, one referee must be their current principal.

For teachers who are applying for advertised classroom teacher positions, and who are not currently employed by the Department, it will not always be possible for them to have a principal as a referee. However, where a teacher has done a substantial period of temporary teaching, it may be possible to have a principal as a referee.

**Selection Panel Report**

The selection panel submits its report (or reports in the case of minority reports) to Staffing Services for approval.
Appeals Process

In accordance with the Teaching Service Act, and current practice, where teachers believe that the process was irregular or improper they may submit a complaint to the Director, Staffing Services.