

Applying for principal positions



The recruitment and selection of school leaders is critical to ensure quality teaching and learning outcomes in Queensland state schools.

The principal recruitment and selection process is based on three underlying principles:

- 1) school Parents and Citizens Associations or school councils, the sector specific Principal Association and the Queensland Teachers Union (QTU) will have direct involvement in the selection of a suitable and meritorious principal
- 2) principals seeking relocation are assessed for suitability by an appropriate panel
- 3) appointments are considered from the widest possible pool of applicants.

This fact sheet provides aspiring principals with guidance about the recruitment and selection practices. This guidance is subject to the statutes, awards, certified agreements and public service rulings which affect the operation of recruitment and selection for principals. More information is available in the *Principal recruitment and selection overview* fact sheet.

Overview

- A selection panel will be convened for each vacancy. The selection panel as a minimum will consist of a chair (with line accountability for the performance of the principal), a community representative to be elected in consultation with the school's Parents and Citizens Association or school council, a representative of the relevant sector specific Principal Association and a representative of the QTU. Community representation can be from the school's Parents and Citizens Association, school council or a representative from P&C Qld.
- The selection panel will determine the means of assessing suitability and merit. The selection panel must consider the suitability and merit of all applicants consistently and in accordance with the requirements of the vacancy.

Applications

- Vacancies may be advertised at any time of year and will meet the requirements of the public service directives. This includes advertising on the Queensland Government [Smart Jobs and Careers website](#) (SJ&C).
- It is recommended that you set up automated alerts on the SJ&C website to notify you of advertised vacancies as soon as they occur. This can be done at www.smartjobs.qld.gov.au
- Each advertised vacancy will set out details of how to apply for the role. It is essential that you read all the information relating to each vacancy on the SJ&C website. The role descriptions will remain the same but your application may need to be tailored to best illustrate your strengths and merit with respect to the specific needs of the school and the community.
- If you are interested in more than one vacancy, you will need to apply for each vacancy.

Note: Additional applicant information and resources will be attached to individual job adverts.