

Guide to Applicants

Executive Lead

Introduction

This guide is provided to assist applicants, for the Executive Lead roles within the Department for Education, Children and Young People (DECYP). Included in this guide are appendices (one and two) that provide examples to use when addressing the selection criteria and preparing your Curriculum Vitae (CV)/Resume. These are not intended to be prescriptive, but exemplars which are provided to support your thinking around your application writing. Appendix three includes the list of regions and groups for preference nomination.

Merit Selection

DECYP undertakes employment decisions according to the merit principle. Merit selection involves comparing an applicant's work-related qualities with the work-related qualities genuinely required to perform the duties of the position. By basing employment decisions on merit, all applicants are given a fair and equal opportunity to gain employment within DECYP.

The selection criteria are the primary source for identifying the work-related qualities required for a position. The selection criteria are contained in the Statement of Duties (SoD) for the position.

Work-related qualities can include:

- skills and abilities
- qualifications, training and competencies
- standard of work performance
- capacity to produce required outcomes and evidence of impact in current role
- relevant personal qualities
- demonstrated leadership capability
- contribution to system outcomes

Short Form Applications

A Short Form Application is a document of up to 1000 words (two A4 pages) and it is a snapshot of your skills and ability to undertake the role.

Your Short Form Application, along with your covering letter and CV/Resume, is used by the panel to make an

initial assessment of suitability for a position and determine if the candidate will be invited to participate in further forms of assessment for the role, for example an interview.

Seeking Feedback

Regardless of the outcome, we strongly encourage you to take advantage of the invitation to receive feedback from the selection panel - usually the panel chair. This can help you to understand the panel's decision and to discuss ways in which you may improve future applications and areas that you can gain more experience in before applying again.

Preparation

To help prepare your application, read the advertisement and the SoD.

You can follow up with any queries, from the contact person, listed within the advertisement.

Application

Your application should include:

- A completed application form including your preferences of region and groupings. See appendix three below for groupings.
- A short cover letter, up to one page.
- A statement addressing the selection criteria, up to two pages.
- An expanded CV/Resume, up to six pages.

Covering Letter

This provides an opportunity for you to describe yourself as leader and how you operate within a team. You could also include your personal values that you will bring into the role and how this will be implemented across your grouping and the agency.

Statement addressing the selection criteria

A two-page summary outlining your suitability for the position, including your vision for the position and projecting yourself into the role.

You may find it difficult to cover all criteria in sufficient detail in the short-form application. As all criteria are equally important; whilst ensuring that you achieve your word limit, you can cover multiple criteria by combining your application and CV. Panels are seeking applicants who can show they can synthesise complex information and succinctly communicate.

Understanding and addressing the selection criteria

When addressing the selection criteria concentrate on the quality rather than the quantity of information. Highlight a few strong examples of 'high leverage' achievements which you believe will best demonstrate your claims against each criteria considering the Executive Lead position context that you are applying for.

An example of how to address the selection criteria is provided in Appendix One.

Highlight strong examples of 'high leverage' achievements which you believe will best demonstrate your claims considering the context that you are applying for. Use these to 'project' into the role.

Writing the statement addressing the selection criteria

This approach is a useful model to effectively address the selection criteria.

Belief - provide the 'why' of your recent work, how you know it was the 'right' approach and how it aligns with our system strategies. This may include some reference to the evidence base (but it is not a dissertation).

What - provide a brief outline of the situation or setting. What was the context? What approach did you employ?

How - what did you do and how did you do it? Be specific and unpack them sequentially and in detail.

Impact/Outcomes - what did you achieve? How do the results relate to the position you are applying for?

Projection - How will you leverage off your experience in the context you are applying for? What did you learn from some past miss-steps and how will it impact your practice, specifically to this school setting.

All parts of the statement are important; however, the **Impacts** are crucial. You may have been leading a particular approach for years, as part of this selection process the panel needs to determine the quality of your approach and how it has made a demonstrable difference.

It is important to balance the use of 'I' statements and specify your exact contribution to the situation and your role in developing and contributing to the team(s) you have worked with and led.

Do not assume the panel will understand all of the acronyms you use. Write them in full the first time.

Referees – These do not need to be provided in the first instance. You may be contacted later in the process to nominate a referee.

Proofread your application, then proofread again. It can also be beneficial to ask someone else to proofread your application for you....and don't forget to remove 'tracked changes'

Expanded CV/Resume

This should be aligned to a relevant leadership framework of your choice e.g. Principal Capability Framework (PCF), School Improvement Tool (SIT), Principal Performance Improvement Tool (PPIT), Australian Institute for Teaching and School Leadership (AITSL) Principal Standards.

An example can be found in Appendix Two.

Keep your resume succinct with clear headings and dot points. At a minimum it should include the following:

Name and Contact Details - Full name and contact details. This does not need to include date of birth, gender or family status.

Education/Qualifications and Professional Learning - List your education and training, beginning with the most recent.

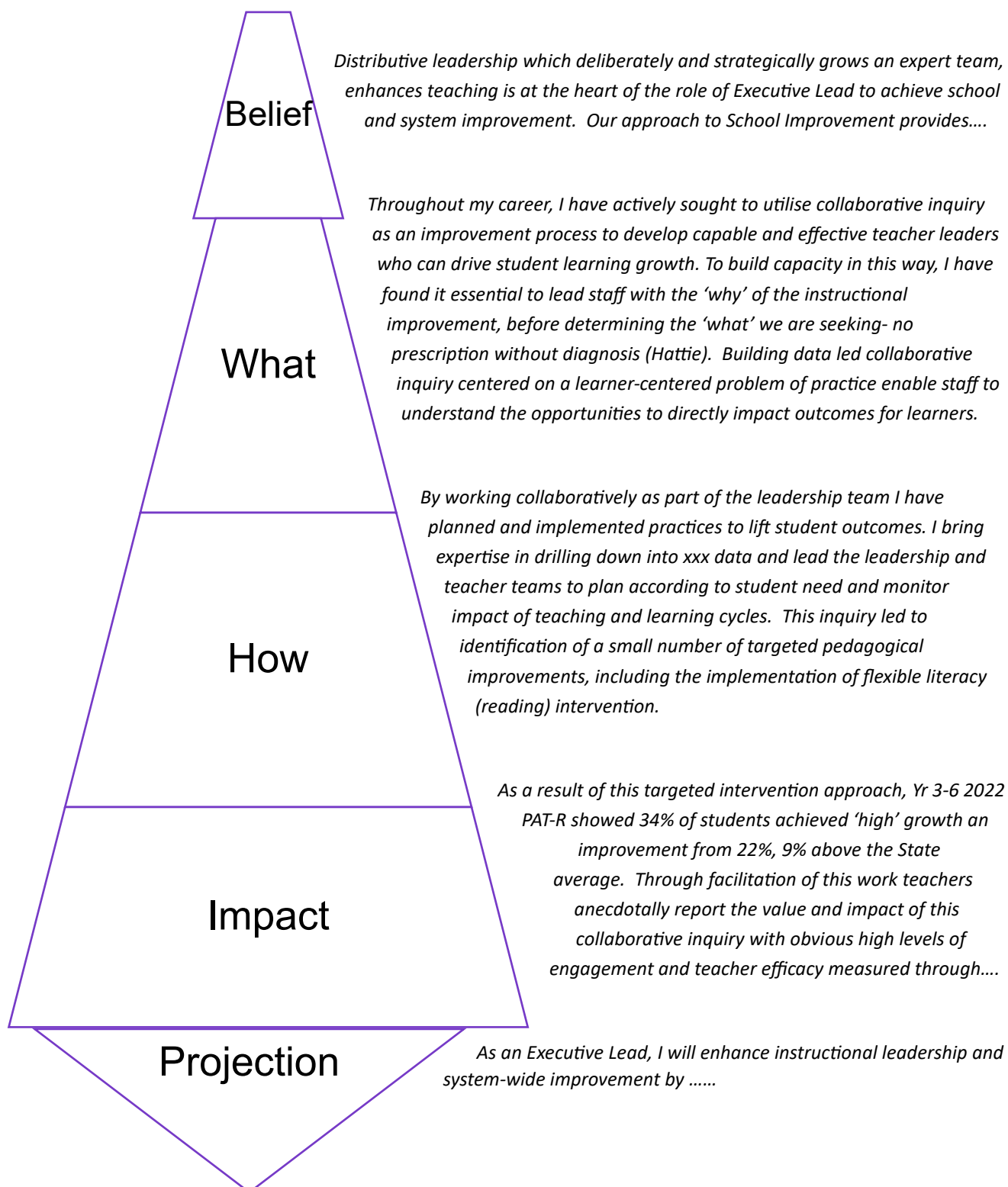
Consider emphasising what you have led following your learning and how it impacted learner outcomes.

Work history - List your relevant employment history. This can contain information like position title, employment dates, location, your main duties, and your achievements.

Leadership Examples - As the short-form application is unlikely to provide sufficient opportunity to unpack examples against all criteria, additional evidence should be provided in this section.

Examples should be a brief paragraph and/or dot points outlining the main duties/actions achievements/outcomes aligned to your preferred leadership framework.

Appendix One: Addressing the Selection Criteria (example only)



Appendix Two: Curriculum Vitae (example only)

Name: Contact Information	Donald Smith Site 3, Summer Bay Caravan Park Donald.fisher@summerbayhigh.gov 0400 000 000	Recent, relevant leadership positions
Professional Appointments:	2020-present Principal Summer Bay High School 2015- 2019 Assistant Principal Yabby Creek High School 2017-2019 AST Yabby Creek High School	
Key Recent Achievements and Responsibilities		
Summer Bay High	<ul style="list-style-type: none"> Leading school wide strategic plan development, mid-year and annual review, setting and publicly sharing iSMART goals- against NSIT The development of theory-of-action statements for each School Improvement Priority to assist the alignment of school-wide language and actions Building improved teacher practice through the building of leadership capacity and aligned theory-of-action statements Implementation of Social and Emotional Wellbeing curriculum, supported by weekly wellbeing check-ins and school-wide wellbeing data wall 	
Yabby Creek High School- AP	Member of school executive with key responsibilities for: <ul style="list-style-type: none"> Coaching staff to improve teaching practice Leading focussed and timely professional learning to teams Leading data analysis and literacy for teachers Community consultation, revision and renewal of school vision, values, goals and targets Implementation of year 11/12 Extension policy lading to improved retention for years 10-12 students 	
Yabby Creek High School- AST	Grade and wellbeing team PLT leader with whole school responsibilities for: <ul style="list-style-type: none"> Leading the school-wide implementation of Restorative Practices Development of risk-management processes 	
Leadership Examples		
Domain descriptor (Your preferred framework. e.g. NSIT, PCF, Selection Criteria, PPIT)	Through a clear and demonstrated commitment to the Departments Strategic Plan, NSIT and the Department of Education’s organisational structures and supports I have successfully lead school improvement through: <ul style="list-style-type: none"> Leadership and analysis of progress against the existing Operational Plan and subsequent revisions. Simplification of the current planning to focus on ‘what matters most’, being: Improved teacher practice and building a positive school culture. This process has provided clarity for all staff, enabling increased buy in and teacher efficacy. Use of common frameworks for improvement and interventions, supporting organisational clarity- PLC rubric, AITSL teacher practice continuums 	

	<p>Evidence of Impact</p> <ul style="list-style-type: none"> Improvement data at SBHS for matched cohorts 2019 below (>10 scale score points) Australian mean score PAT-R, to 2021 above Australian mean score. 3 of 5 PLT's have shown growth on PLC rubric in 2021 School-wide frameworks developed, enacted, and reviewed for: communication, formative assessment, communicating with families The sustainability of the improvement strategy and actions has seen this trajectory maintained. 2022 NAP-R Gr 9 38 Mean score points ABOVE similar school. All Gr 9 2022 NAPLAN domains are in excess of Australian Mean (R:+39, W:+29, S:+10, G+P:+33, N:+20). 	
Measurable impact-quantitative and qualitative	Recent and significant Professional Learning	<p>Data Wise 2022: Through undertaking and leading the unpacking this this learning, my leadership and teacher teams and we have successfully integrated the data wise inquiry process into our PLT collaborative inquiry cycles, specially and strategically utilising key language and artefacts to monitor for impact</p> <p>Growth Coaching- stage 2: Modelling effective, practice based coaching has.....</p> <p>School Improvement Planning and Our Approach to school Improvement: Development and implementation of monitoring processes, re-prioritisation of....</p>
What is the impact of your learning?		
Professional Referees –		
Name Position Contact information		Name Position Contact information

Referees are not required in the first instance

Appendix Three:

Proposed Groupings of Schools and CFLCs

No.	WEST / NORTH-WEST Grouping 1	NORTH-WEST Grouping 2	NORTH-WEST Grouping 3	NORTH Grouping 4	NORTH Grouping 5	EAST / NORTH-EAST Grouping 6
1	Boat Harbour Primary School	Burnie High School	Andrews Creek Primary School	Ashley School	Brooks High School	Swansea Primary School
2	Edith Creek Primary School	Burnie Primary School	Devonport High School	Beaconsfield Primary School	East Launceston Primary School	Triabunna District School
3	Forest Primary School	Cooee Primary School	Devonport Primary School	Bracknell Primary School	East Tamar Primary School	Bicheno Primary School
4	King Island District High School	East Ulverstone Primary School	Don College	Cressy District High School	ECIS- Launceston	Bridport Primary School
5	Mountain Heights School	ECIS- Burnie	East Devonport Primary School	Deloraine High School	Evandale Primary School	Campbell Town District High School
6	Redpa Primary School	Havenview Primary School	ECIS- Devonport	Deloraine Primary School	Glen Dhu Primary School	Cape Barren Island School
7	Rosebery District School	Hellyer College	Forth Primary School	Exeter High School	Invermay Primary School	Flinders Island District High School
8	Smithton High School	Montello Primary School	Hillcrest Primary School	Exeter Primary School	Kings Meadows High School	Lilydale District School
9	Smithton Primary School	Natone Primary School	Latrobe High School	Hagley Farm Primary School	Launceston Big Picture School	Orford Primary School
10	Stanley Primary School	North-West Support School	Latrobe Primary School	Launceston College	Mowbray Heights Primary School	Port Dalrymple School
11	Strahan Primary School	Parklands High School	Miandetta Primary School	Legana Primary School	Newstead College	Ringarooma Primary School
12	Table Cape Primary School	Penguin District School	Nixon Street Primary School	Longford Primary School	Northern Support School	Scottsdale High School
13	Wynyard High School	Riana Primary School	Port Sorell Primary School	Mole Creek Primary School	Norwood Primary School	Scottsdale Primary School
14	Yolla District School	Ridgley Primary School	Reece High School	Prospect High School	Perth Primary School	South George Town Primary School
15	Zeehan Primary School	Romaine Park Primary School	Sassafras Primary School	Riverside High School	Punchbowl Primary School	St Helens District High School
16		Somerset Primary School	Sheffield School	Riverside Primary School	Queechy High School	St Marys District School
17		Sprent Primary School	Spreyton Primary School	Summerdale Primary School	Ravenswood Heights Primary School	Winnaleah District High School
18		Ulverstone Primary School	Wilmot Primary School	Trevallyn Primary School	St Leonards Primary School	
19		Ulverstone Secondary College		West Launceston Primary School	Waverley Primary School	
20		West Ulverstone Primary School		Westbury Primary School	Youngtown Primary School	
21						
22						

No.	SOUTH Grouping 7	SOUTH Grouping 8	SOUTH Grouping 9	SOUTH Grouping 10	SOUTH Grouping 11
1	Bagdad Primary School	Bayview Secondary College	Austins Ferry Primary School	Blackmans Bay Primary School	Albuera Street Primary School
2	Bothwell District High School	Bellerive Primary School	Claremont College	Bruny Island District School	Bowen Road Primary School
3	Brighton High School	Cambridge Primary School	Collinsvale Primary School	Cygnets Primary School	Campbell Street Primary School
4	Brighton Primary School	Clarence High School	ECIS - Hobart	Dover District School	Cosgrove High School
5	Campania District School	Clarendon Vale Primary School	Fairview Primary School	Franklin Primary School	Elizabeth College
6	JRLF - East Derwent Primary School	Dodges Ferry Primary School	Glenora District School	Geeveston Primary School	Goulburn Street Primary School
7	JRLF - Gagebrook Primary School	Dunalley Primary School	Glenorchy Primary School	Glen Huon Primary School	Hobart City High School
8	JRLF - Herdsmans Cove Primary School	Howrah Primary School	Goodwood Primary School	Huonville High School	Hobart College
9	JRLF - Senior School	Lauderdale Primary School	Molesworth Primary School	Huonville Primary School	Lansdowne Crescent Primary School
10	Kempton Primary School	Lindisfarne North Primary School	Montrose Bay High School	Illawarra Primary School	Lenah Valley Primary School
11	Oatlands District High School	Lindisfarne Primary School	New Norfolk High School	Kingston High School	Mount Nelson Primary School
12		Montagu Bay Primary School	New Norfolk Primary School	Kingston Primary School	Mount Stuart Primary School
13		Richmond Primary School	Rosetta Primary School	Margate Primary School	Princes Street Primary School
14		Rokey Primary School	Southern Support School	Snug Primary School	Sandy Bay Infant School
15		Rose Bay High School	Tasmanian eSchool	Woodbridge School	South Hobart Primary School
16		Rosny College	Westerway/Ouse Primary School		Springfield Gardens Primary School
17		Sorell School	Windermere Primary School		Taroona High School
18		South Arm Primary School			Taroona Primary School
19		Tasman District School			Waimea Heights Primary School
20		Warrane Primary School			
21					
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- Applicants can nominate their preferred region(s) and grouping(s).
- Final assignments will balance applicant preferences with system-wide and operational needs to ensure effective placements across the state.
- The proposed groupings of schools subject to minor changes.