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## **NSWPPA POSITION – Relieving Principal and DEL Positions**

### **Background**

- Currently if a principal position requires a temporary relieving appointment, the selection process for that position is usually limited to candidates from within that school and is to be negotiated between the substantive principal and the Director Educational Leadership (DEL). If no suitable candidate is available within the school, it can be offered to external candidates.
- The process for a temporary relieving appointment to a DEL position requires interested candidates submitting an expression of interest to their DEL at the start of each year. They may then be invited to an immersion PL activity to provide them with requisite knowledge of the role and be placed on a list of eligible candidates by the Executive Director for consideration in the event of a vacancy.

### **Rationale**

Staff professional development is a responsibility of the DoE. Supporting staff by providing career opportunities, such as relieving in higher duties is an important part of this responsibility. The provision of a clear, consistent, and transparent state-wide application procedure for the selection of these opportunities should form part of the DoE obligations under EEO to provide career development. This position paper covers Principal and DEL vacancies and aims to be equitable without hindering the DoE's efficiency and effectiveness. Factors that should be considered are:

- The capacity and experience of the officer to perform the duties.
- The availability/willingness of the officer to relieve in higher duties.
- The equitable provision of higher duties opportunities to all permanent staff within the DoE (in the first instance) who have the basic requisite skills.

### **Position**

#### **Short-term principal higher duties opportunities (less than one complete school term)**

When there is a principal vacancy for a period of less than one complete school term, the vacancy should be filled by the current process described in the Background section (top of page)

#### **Long-term principal higher duties opportunities (one complete school term or longer)**

It is DoE policy that long-term vacancies should be filled in accordance with principles of merit.

- The Director Educational Leadership or the Executive Director should promote to all suitably qualified DoE staff (within the school and external) in advance of the vacancy and call for EOIs. Staff who meet the criteria and wish to be considered for the higher duties position should complete the EOI.
- An advertised timeframe should be adopted for receiving and considering the EOI. When there are several applicants for a higher duties opportunity a committee of at least two officers at the vacancy level or above should be convened to consider the EOI - ideally, the substantive principal and the DEL. Where necessary, interviews should be conducted by the committee.
- On request, unsuccessful applicants should receive feedback on their application.

#### **Director Educational Leadership higher duties opportunities**

The current process described in the Background section above has the support of the NSWPPA.

**NSWPPA President: Robyn Evans**

**Human Resources R.G. Chair: Skye Ramsay**

**Date ratified: 27<sup>th</sup> August 2021**