

# Principal Selection

## 2024

The Education Act (Tas) 2016 establishes that one of the functions of the School Association is to participate in, and provide advice on, the selection of the person to be the principal of the school (other than a temporary principal or acting principal) (Section 113(d))

## The Secretary Instructions No 7 for School Associations states:

### 3.3.4. Selection of person to fill a permanent vacancy for the position of Principal

- a. A parent member of the school association must participate on the selection panel for the selection of a person to fill a permanent vacancy for the position of Principal.
- b. In participating on a selection panel, parent members are required to abide by all Department of Education policies and procedures.
- c. Parent members of a selection panel are to have completed appropriate Department of Education training on the selection process.

## General Information

The Principal position is deemed vacant at a school when the Principal that owns the position leaves the Department, relinquishes the position by choice or accepts a position at another school or within the Department.

If a principal accepts an acting position at another school, their position at your school is still owned by them and remains theirs until they relinquish it. The Department appoints acting principals, there is no involvement from the committee or School Association.

When a Principal position is vacant, it will be advertised.

A representative from the School Association is offered the opportunity to sit on the Selection Panel to appoint the new Principal.

# TASSO Recommendations

When a Principal position is advertised, we recommend calling a committee meeting to discuss the following:

- For any committee members considering applying for the Principal position or any members with conflicts (family or friends that may have intentions on applying for the position) they should remove themselves from the meeting.
- Who is the best person to participate on the selection panel?
- From the Secretary Instructions this should be a parent.
- While normally it would be a committee member this is no rule to prevent a parent external to the committee being selected.
- The commitment for the process is reading the applications, participating in shortlisting for interviews, helping formulate interview questions and participating on the interview panel.
- Being involved with the panel can be difficult, the process is confidential, the person selected will know who is appointed as principal and need to remain silent until it's announced publicly.
- What are the attributes that your school community is looking for in a Principal?
- For example: Communication, family engagement, behaviour management, literacy/numeracy outcomes, school culture.
- What sort of question would you like to ask on the interview panel?