

2018 Aspirant School Leader Forum: (TUT)



SSTUWA
The State School Teachers' Union of W.A. (Inc.)

Date: Tuesday 13 November 2018

Time: 9am – 3.30pm

Writing Job Applications and Interview Skills for Promotional Positions

Overview

Any person applying for a leadership position such as Deputy, HOD, Principal, Program Coordinator or Curriculum Leader will benefit from attending this customised event.

This two-part workshop is designed to provide participants with an awareness of current job application techniques including both your written application and preparing for your interview.

You will explore the importance of reflecting individual school contexts and leadership capability when demonstrating your skills and experience as an aspirant school leader in your written application and interview. You will gain an understanding of the current requirements for demonstrating competitiveness when applying to specific schools via a covering letter and curriculum vitae (CV)/ resume.

If you already have something in draft form, please feel free to bring it along to reflect on during the session.

Please note this course is not applicable to teachers applying for Level 3 Classroom Teacher.

Learning Outcomes

On completion of the workshop participants will have:

- examined application requirements for promotional positions
- explored how to communicate their competitiveness as an emerging school leader through a covering letter and CV/resume
- explored the required criteria or standards in the context of a position
- investigated a format for developing a covering letter and CV
- explored techniques for improving interview performance.

Nominated Audience

Aspiring leaders applying for any leadership positions such as: - Deputies, HODS, Program Coordinators or Principal Positions.

Venue

SSTUWA Building
1 West Street
West Perth

Cost

\$100 Members \$200 Non members

Refreshments

Morning tea and lunch provided



Given name: _____ **Surname:** _____

Union member **Yes** **No** **Union ID no:** _____

School/workplace: _____

Phone: _____ **Mobile:** _____

Email: _____

Payment method

Payment by school **Yes** **No**

Cheque **Cost**

Payable to: The State School Teachers' Union of W.A. (Inc.)

Post to: PO Box 212, West Perth WA 6872

Credit card
All information mandatory

Card no: _____ / _____ / _____ **Expiry date:** _____ / _____

Cardholder's name: _____

Billing address: _____

Cardholder's signature: _____

Trade union training (TUT) leave

Members in schools and TAFE colleges are eligible for five days of paid leave per year to attend trade union training.

To comply with TUT leave requirements applicants must:

- Submit applications to DoE/principal four weeks prior to the event.
- Provide DoE/principal with a printed copy of the course program attached to this form.
- Be nominated by the SSTUWA. See "nominated audience" on the attached course program.

This leave provision covers teacher relief for members attending SSTUWA TUT courses.

For school administration

When processing TUT leave applications:

- Indicate the leave is "Miscellaneous Paid Leave" when completing an application for leave form.
- "Trade Union Training - project code 1471" should be written under leave type.

Please note

All courses must be paid for in full prior to attending. A 50 per cent cancellation fee will apply where a person cancels within three working days of the course date. The full course fee will be charged where a person cancels on the day of the course or fails to attend. All courses are run subject to minimum booking numbers. Courses will be confirmed at least two weeks prior to course date.