

**Professional**

# Writing Job Applications & Interview Skills for Promotional Positions

## About the course

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.

## Date

Wednesday 14 April 2021

## Time

9am - 3pm

## Cost

Member: Full time: \$200

Member: Part time/relief/student: \$100

Non-member: \$320

Includes morning tea and lunch

## Facilitator

PDT Consultancy

## Nominated Audience

Aspiring Leaders applying for positions such as: -Deputies, HODS, Program Coordinators or Principal

## Venue

SSTUWA Office  
1 West Street  
West Perth WA 6005  
(08) 9210 6035

## 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.

## Teacher Registration Board of WA

Professional Standards for Teachers in WA

AITSL Australian Professional Standards for Teachers

**TRBWA**

Teacher Registration Board  
of Western Australia

### This training relates to:

Standard 6 - Engage in professional learning.

Standard 7 - Engage professionally with colleagues, parents/carers and the community.

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

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Wednesday 14 April 2021

9am - 3pm

Given name: \_\_\_\_\_ Surname: \_\_\_\_\_

 Union member  Yes  No Union ID no: \_\_\_\_\_

School/workplace: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## Payment method

 Payment by school  Yes  No

 **Cheque**
**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*
**Cost** (Please tick)

 Member: Full time: \$200

 Member: Part time/relief/student: \$100

 Non-member: \$320

Card no: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiry date: \_\_\_\_\_ / \_\_\_\_\_

Cardholder's name: \_\_\_\_\_

Billing address: \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_

## 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.

## Send completed form to

**SSTUWA Education and Training Centre**
**Email:** training@sstuwa.org.au

**Or register online at** sstuwa.org.au