Attachments for online applications

Attachments can be made throughout your online application and are listed on the left hand side of the attachment section on each page.

Scanning tips can be located [here](#)

Attachments you can include in your application:

- Employee Ancillary Register (EAR) / Employable Teacher Register (ETR) resume

- Ancillary Placement Register (APR) supporting statement

- Advertised teacher vacancies positioning statement and application profile

- Employable Teaching Register (ETR) personal statement

- Additional ETR and EAR attachments

- Australian citizen / not an Australian citizen

Employable Ancillary Register (EAR) / Employable Teacher Register (ETR) resume

Please note the maximum size is one A4 page, which must be attached as a word document.

Your resume may be inclusive of additional information that has not been included in the online application, such as:

- Experience (including community experience and duties undertaken)

- Professional activities including professional learning

- Additional areas of expertise (e.g. native Korean Speaker, 7th grade piano teacher, Pedal Prix organiser)

- Any other relevant information (e.g. if you are on the EAR you may wish to reference being treasurer of Red Cross, a member of Governing Council or any other community involvement. If you are on the ETR you may wish to reference being a Country Teaching Scholarship Graduate, Targeted Graduate Recruit or on the Permanent Teacher Register).

Ancillary Placement Register (APR) supporting statement

A supporting statement is not mandatory for an APR application. If you do choose to include a supporting statement, please keep it to one typed A4 page.

Your supporting statement should address your major functions and skills, demonstrating your experience in all of them, and address any other skills that you may bring to a school.

2023 advertised ongoing teacher vacancies positioning statement and application profile

Positioning statement

The positioning statement is an opportunity for you to demonstrate your motivation for the specific vacancy and site you are applying for. You will need to complete a different statement for each vacancy application.

The positioning statement should be no more than 350 words per question and attached as a word document.

The criteria for the 2023 advertised teacher vacancies includes:

- What motivated you to apply for this position and why do you think you would be the right person for the job?

- What interests you about working at this school?

General suggestions for writing the positioning statement:

- Place your name and ID number on the top of your statement

- The recommended smallest size font for typing your document is Arial 10

- A margin of approximately 1-1½cms is recommended

- Align text to both the left and right margins - creating a clean look along each side of the page

- Create headings using the 2 criteria listed as this assists the panel to locate information

- Aim for a consistent tense - past or present

- Avoid too much repetition in relation to examples of your teaching practice or particular teaching strategies

- Aim to have a site leader or colleague proofread your statement and provide feedback

- Consider what specifically interests you about the vacancy and site, and what value you would bring to them

- Consider a 3 part approach to structuring an example of evidence:

    1. What do I do?

    2. How do I do it?

    3. How do I know that I am successful?

- State what you do assertively and avoid passive language

Application Profile

As part of your application, you will need to build a profile through our dedicated [recruitment portal](#).

You'll only need to complete this profile once. When you enter the recruitment portal to build your profile, you'll need to:

- Answer 3 capability statement questions:

  1. Give an example of how you've worked collaboratively as a member of a team to accomplish a team / site goal? What was your role in the outcome?
  2. What in your opinion are the key ingredients in guiding and maintaining successful relationships with colleagues, leadership, students, and the broader school community? school community? Give examples of how you made these work for you.
  3. Describe how you identify learning goals, design engaging learning experiences and monitor and evaluate impact on students' learning.

- Complete a video introduction addressing:

  1. If you had to select the top three attributes that made you an effective teacher, what would they be? How do you use them in your classroom or school community?

If you have completed all components of your profile, you will be able to retrieve a PDF version of your profile within 3 business days from the portal.

2023 advertised preschool and temporary teacher vacancies

Attach a personal statement of no more than 2-pages addressing the following questions:

1. Give an example of how you've worked collaboratively as a member of a team to accomplish a team / site goal? What was your role in the outcome?
2. What in your opinion are the key ingredients in guiding and maintaining successful relationships, with colleagues, leadership, students and the broader school community? Give examples of how you made these work for you.
3. Describe how you identify learning goals, design engaging learning experiences and monitor and evaluate impact on students' learning.

A video introduction and positioning statement are not required for advertised preschool and temporary teaching positions.

Personal statement (for the employable teacher register)

The personal statement provides applicants with a significant opportunity to outline their strengths and practices as a teacher. Personal statements are read by principals/site leaders.

Please note:

- **The personal statement criteria for the ETR are different from the positioning statement criteria for 2023 teaching advertised positions**

- The personal statement should be one A4 page in length and attached as a word document

The personal statement criteria in the ETR are aligned directly with the Australian Professional Standards for teachers and are:

1. Professional Knowledge	
Knowing the students and how they learn	Knowing the content and how to teach it
Focus areas could include: - Physical, social and intellectual development and characteristics of students - Understand how students learn - Students with diverse linguistic, cultural, religious and socioeconomic backgrounds - Strategies for teaching Aboriginal and Torres strait Islander students - Differentiate teaching to meet the specific learning needs of students across the full range of abilities - Strategies to support full participation of students with a disability	*Focus areas could include:* - Content and teaching strategies of the teaching area - Content selection and organisation - Curriculum, assessment and reporting - Understand and respect Aboriginal and Torres Strait Islander people to promote reconciliation between Indigenous and non-Indigenous Australians - Literacy and numeracy strategies - Information and Communication Technology (ICT)
2. Professional Practice	
Plan for & implement effective teaching and learning	Create and maintain supportive and safe learning environments
Focus areas could include: - Establish challenging learning goals - Plan, structure and sequence learning programs - Use teaching strategies - Select and use resources - Use effective classroom communication - Evaluate and improve teaching programs - Engage parents/carers in the educative process	*Focus areas could include:* - Support student participation - Manage classroom activities - Manage challenging behaviour - Maintain student safety - Use ICT safely, responsibly and ethically
Assess, provide feedback and report on student learning	
Focus areas could include: - Assess student learning - Provide feedback to students on their learning - Make consistent and comparable judgments - Interpret student data - Report on student achievement	

3. Professional Engagement	
Engage in professional learning	Engage professionally with colleagues, parents/carers & the community
Focus areas could include: • Identify and plan professional learning needs • Engage in professional learning and improve practice • Engage with colleagues and improve practice • Apply professional learning and improve student learning	*Focus areas could include:* • Meet professional ethics and responsibilities • Comply with legislative, administrative and organisational requirements • Engage with the parents/carers • Engage with professional teaching networks and broader communities

Australian Citizen (for first time applicants)

If you were born in Australia and have an Australian birth certificate or an Australian passport, or if you have gained Australian citizenship, you need to attach a legible copy of one of these certificates.

You will only need to do this ONCE and only when you are applying with the Department for Education for the first time. Leave this section blank in subsequent applications

If not an Australian Citizen (new applicant or continuing)

- If you have work rights with your current visa (e.g. permanent resident, skilled visa etc) **you must attach a copy of the personal details page of your current passport if you have not previously provided it.**

- You can also attach a copy of your current visa which needs to show the type of visa it is, any conditions associated with it, and the start and expiry dates of the visa if applicable.

- If your current visa is a **Bridging Visa**, you must also attach a copy of the visa you had prior to the bridging visa (if not already provided).

- You do not need to attach the same visa details every year. However, whenever the visa details or conditions change, you are obliged to attach the new or updated documentation.

Additional relevant attachment (if applicable)

Attach any other documents that may compliment your application for employment as a teacher.

For further support with:	Contact:
Technical issues e.g. email address, internet service provider, your browser, attachments, cannot add additional rows or boxes	**Big Red Sky Help Desk** Phone: 1300 733 056 Email: helpdesk@bigredsky.com

Application process and procedures	**People and Culture Operations** Phone: 8226 1356 Employable applicants: DECD.Recruitment@sa.gov.au Permanent employees: DECD.HR@sa.gov.au