



Applying for advertised teaching positions

Information pack

2025 School year



Government
of South Australia

Department for Education

Applying for ongoing and temporary teaching positions

If you have previously applied for teaching positions with the department you will notice a few changes this year. To apply you no longer need to create an account with a third-party provider or provide a video with your application. Everything you need to complete your application can be accessed on the [department website](#).

This year we are providing editable templates for completing your applicant profile and positioning statement to make the process easier.

To apply for ongoing and temporary positions you'll need to complete the below:



Step 1

Build your applicant profile. Your profile is where you outline your skills, abilities and experience. Once completed, save your profile as a PDF and attach it to any positions you apply for.



Step 2

Identify position/s on EduJobs and complete a positioning statement specific to the position you're applying for.



Step 3

Apply for advertised teaching positions on EduJobs attaching the above documents when requested.

HOT TIP: The process begins before the school holidays, so you have plenty of time to build your applicant profile before positions are advertised.

Key dates for 2025:

Opening date for applicant profile:

Monday 1 July 2024

applicant profile template available

Opening and closing dates for ongoing teacher positions:

Thursday 1 August 2024

round 1 ongoing teacher positions advertised on EduJobs

Thursday 22 August 2024 (11.30pm)

round 1 ongoing teacher positions close on EduJobs

Thursday 19 September 2024

round 2 ongoing teacher positions advertised on EduJobs

Thursday 24 October 2024 (11.30pm)

round 2 ongoing teacher positions close on EduJobs.

Opening date for temporary teacher positions:

Thursday 1 August 2024

commencement of temporary teacher positions advertised on EduJobs

[Go to EDUJobs](#)

Step 1: Build your applicant profile



Why is the applicant profile important?

Your profile is your opportunity to highlight the key qualities that make you an impactful teacher in the classroom. Your applicant profile can be used to apply for multiple jobs.

How long will it take to create your profile?

We estimate it will take around 1 to 2 hours to complete your applicant profile.

- reading information: 10 to 20 minutes
- personal information: 5 to 10 minutes
- capability statement: 1 to 1.5 hours

You do not need to complete your applicant profile in 1 sitting. You can save the template to your computer. This allows you to exit and return to finish it at a later date.

Getting started

Download the applicant profile PDF template from the [department website](#).

You'll be asked to provide the below:

- Personal details
- Qualifications
- Teaching subjects and skills
- Employment history
- Answers to 3 capability questions





Capability questions

These questions relate to important skills and attributes such as working collaboratively, relationship building and student learning. There is a 3000-character limit per response. We suggest typing your response into a word document first. This lets you monitor the character count as you go, before copying into the relevant field.

The capability questions you will be presented with are:

1. If you had to select the top three attributes that make you an effective teacher, what would they be, and how do you reflect each of these attributes in the classroom or preschool/school community?
2. What are the key ingredients in guiding and maintaining successful relationships with colleagues, leadership, students, and the broader 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.

What next?

Save your applicant profile to your computer in readiness to upload to all teaching positions you apply for.

Can I make changes to my applicant profile?

You can make changes to your applicant profile at any time prior to uploading it to an application on EduJobs.

Can I use my PTR capability responses for my applicant profile?

Yes, you can. The PTR capability questions you answered as part of the PTR are also being used for advertised teaching positions. To access your responses, you can log into edHR and follow the below:

- select 'My tasks'
- click on completed
- locate 'Submit Permanent Teacher Register Form'
- click 'View request details'

You will be able to view and copy your capability responses into your applicant profile template.

Having technical issues or need support?

Email your enquiry to Education.TeacherRecruitment@sa.gov.au.

If you have a disability, please get in touch with our team to talk about suitable adjustments that will enable you to put forward your best applicant profile.

Step 2:

Identify positions and writing your positioning statement



Where are teaching positions advertised?

EduJobs is an online job application site, where you can find and apply for all advertised teaching positions across the department.

How do I access EduJobs?

You can access EduJobs via the link below. Bookmark or save this link somewhere so you can quickly access it again.

Getting started

- view the advertised jobs
- read the job position descriptor for positions you are interested in
- take note of the application closing date and time.

What is a positioning statement?

Your positioning statement is an opportunity for you to outline why you've chosen to apply for a position and how you'll positively impact the learning outcomes of students in the subject areas.

Your positioning statement is also an opportunity for you to describe the impact that you'll have on the school and its community.

You'll need to complete a positioning statement specific to each position you apply for.

The positioning statement consist of 2 questions. Responses to each question are limited to 3000 characters. Access the positioning statement template on the [department website](#).

1. What motivated you to apply for this position and why do you think you would be the right person for the job?
2. What interests you about working at this preschool/school?

Useful tips when writing your positioning statement

Consider what specifically interests you about the position and site, and what value you would bring. Do your research on the preschool/school and what it stands for, so you can be specific about why you would be the right fit for their team

Consider a three-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?

[Go to EDUJobs](#)

Step 3: Apply for positions



[Go to EDUJobs](#)

1. Select the position you wish to apply for.
2. Click on the apply button to begin the application process.
3. If you already have an account you will be prompted to log in with existing details.
4. Register your personal details, work history, qualifications and provide any licences and/or certificates as required.
5. Attach your applicant profile and positioning statement to your application.
6. Repeat these steps for each job you want to apply for – you can apply for as many as you like.

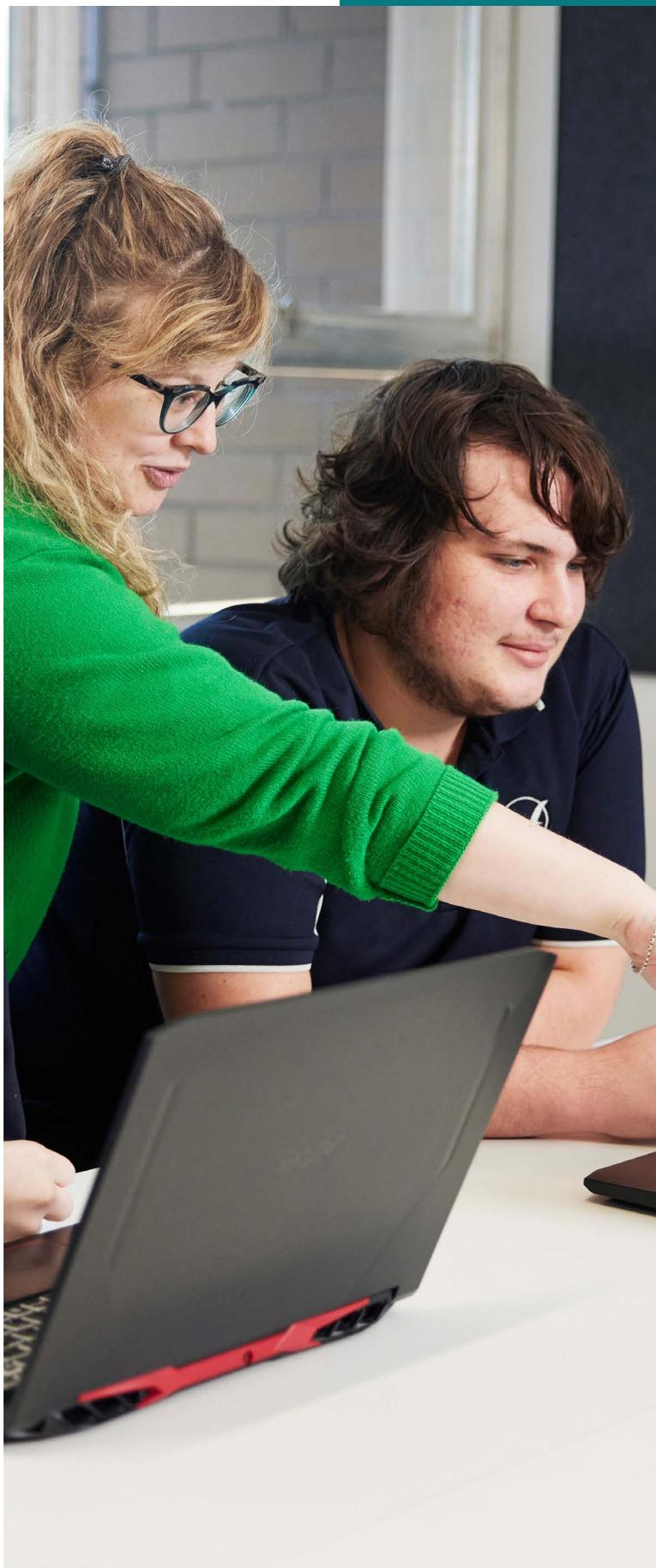
What if I need help?

The 'more information' links contain information that will assist you at each stage of the application process.

If you have system or technical issues, contact the BigRedSky help desk on 1300 733 056 or via helpdesk@bigredsky.com

If you have questions about EduJobs you can use the online help guide or contact us via Education.TeacherRecruitment@sa.gov.au.

PLEASE NOTE: Your applicant profile and positioning statement will not automatically upload to EduJobs. You will need to upload all relevant information at the application document stage.



Eligibility for applying for an advertised ongoing position

To apply for ongoing teaching positions you must be currently registered, or able to be registered, with the [Teachers Registration Board of South Australia](#) and meet the [department's minimum employment criteria](#) prior to the commencement of the position.

Applicants who are nominated and accept an ongoing school or preschool teaching position become a permanent employee with the department.

PLEASE NOTE: Employable teachers who win and accept a permanent teaching position will not be considered for other permanent vacancies at that classification/level until they have met the appropriate eligibility criteria.

Eligibility for applying for an advertised temporary position

To apply for temporary teaching positions you must be currently registered, or able to be registered, with the Teachers Registration Board of South Australia and meet the department's [minimum employment criteria](#) prior to the commencement of the position.

Applicants who are nominated and accept a temporary school or preschool teaching position will be appointed to a temporary contract. Contracts can range from 20 working days up to 24 months.

Teachers who are eligible to apply for an advertised temporary position include:

Temporary teaching positions (metropolitan sites)

Applicants for these positions must:

- Be an employable teacher who holds a current authority to teach letter and who has met departmental minimum employment criteria and who will not be employed as a teacher during the tenure of the advertised position.

Temporary teaching positions (country sites for positions of 4 weeks to 6 months in length)

Applicants for these positions must be:

- Be an employable teacher who holds a current authority to teach letter and who has met departmental minimum employment criteria and who will not be employed as a teacher during the tenure of the advertised position.

Temporary teaching positions (country sites for positions of greater than 6 months to 12 months in length)

Applicants for these positions may include:

- Be an employable teacher who holds a current authority to teach letter and who has met departmental minimum employment criteria and who will not be employed as a teacher during the tenure of the advertised position.

OR

- Be a permanent teacher in a metropolitan site, who is not in their first year of permanency.

NB: permanent teachers who are successful in winning such a position will retain right of return.

Highly accomplished teacher (HAT) and lead teacher (LT) teaching positions

Applicants who are eligible to apply for these positions must:

- Have the relevant certification at time of application.
- Be aware that following the end date of their certification or the end of their tenure in a HAT or LT position (whichever occurs first), they will remain at the site in an ongoing capacity at their substantive classification.

Teaching positions in preschool programs

Applicants for preschool positions must hold an early childhood qualification as outlined below:

- An [Australian Children's Education and Care Quality Authority](#) (ACECQA) approved early childhood teaching qualification. (Graduate Diplomas and Graduate Certificates are not accepted for teaching positions in preschools).

OR

- Be a permanent department teacher and hold a letter of approval from the Assistant Director, Workforce Management to teach in an early childhood program.

OR

- Hold an authority to teach letter which indicates they are cleared for employment in an early childhood program. Further information on approved early childhood qualifications can be found on the Department for Education website or the ACECQA website.

Qualifications in special education or other relevant qualifications, or equivalent experience in working with and teaching children with autism is desirable.

Employable teacher register (ETR)

Wanting to work for the department? The ETR lets the department know you are looking for ongoing, temporary or temporary relief teaching positions.

Getting started

To complete your ETR you will need a number of documents. We recommend you upload your documents in PDF as files over 2MB will not save.

If you need to upload more than 1 document to any section, scan the documents together to create 1 file.

How do I access the ETR?

You can access the ETR via the link. Bookmark or save the link somewhere so you can quickly access it again.

If you have your documents ready, it will take about 30 minutes to complete the registration process. You will find it easier to complete the ETR on a desktop or laptop.

What next?

- read through the eligibility information and click apply
- read the information privacy notice and tick the boxes
- enter your email address
- a 'congratulations' window should appear
 - click proceed to start the ETR process
 - if you already have an EduJobs account, log in to complete your application. If you are new to the department, please enter your email. A link will be sent to create a password.
- follow the prompts to complete the ETR.

What if I need help?

The [Preparing your EduJobs online application](#) website contains information that will assist you to complete the ETR process.

If you have system or technical issues, contact the BigRedSky help desk on 1300 733 056 or via helpdesk@bigredsky.com

If you have questions about the ETR you can use the online help guide or contact us via Education.HR@sa.gov.au or 08 8226 1356

HOT TIP: You can submit your ETR for our team to start assessing your eligibility even if you do not have all the documents. Just skip the steps where you do not have the documents yet.

[Go to ETR](#)