

# APPLYING FOR ADVERTISED TEACHING POSITIONS

## INFORMATION PACK



2024 school year



Government  
of South Australia

Department for Education

# APPLYING FOR ADVERTISED TEACHING POSITIONS

The recruitment process when applying for teaching positions is different depending on what type of job you are applying for – ongoing, temporary or local and area relief teaching positions.

This guide will step you through the different processes.

## What type of job are you applying for?

### Ongoing school and preschool teaching positions

Are you applying for ongoing school and preschool teaching positions? If so, turn to [page 3](#)

### Temporary school and preschool teaching positions

Are you applying for temporary school and preschool teaching positions? If so, turn to [page 10](#)

### Temporary local or area school and preschool relief teaching positions

Are you applying for temporary local or area school and preschool relief teaching positions? If so, turn to [page 13](#)

## Need help writing your application and preparing for interviews?

[How to land your dream job](#) is a self-paced online course where you'll work through every step of the application process learning skills to stand out.

The course is available to everyone. You will need to set up a [plink log in](#) if you don't already have one.

## Employable teacher register (ETR) and authority to teach letter

The employable teacher register (ETR) is for teachers wanting to work for the department. The ETR is where you upload documents to show you meet the employment requirements for teaching in South Australia. Teachers who meet requirements for employment, will be emailed an approved authority to teach letter.

Employable teachers successful in winning an advertised position that do not have an authority to teach letter, will need to complete the ETR application process prior to commencing appointment.

For further information on the employable teacher register (ETR) and authority to teach letter, turn to page 16.



# APPLYING FOR ONGOING TEACHING POSITIONS

Ongoing school and preschool teaching positions offer permanent employment with the department.

For these jobs you need to complete a 3-step application process:

- **Step 1:** Build your applicant profile (only required for advertised ongoing school and preschool teaching positions)
- **Step 2:** Identify ongoing position/s on EduJobs to apply for and write your positioning statement (specific to the position you are applying for)
- **Step 3:** Apply for advertised ongoing teaching positions on Edujobs.

## Key dates for 2024:

### Opening and closing dates for applicant profile portal:

- Monday 3 July 2023 – portal opens to build your applicant profile
- Thursday 19 October 2023 – applicant profile portal closes.

### Opening and closing dates for ongoing teacher positions:

- Thursday 3 August 2023 – round 1 ongoing teacher vacancies advertised on EduJobs

**PLEASE NOTE:** Although the applicant profile portal will remain open during round 1 and 2, the deadline to complete your applicant profile for round 1 is Sunday 20 August at 11.30pm as packs can take up to 3 business days to be finalised.

- Thursday 24 August 2023 – round 1 ongoing teacher vacancies close (11.30pm) on EduJobs
- Thursday 21 September 2023 – round 2 ongoing teacher vacancies advertised on EduJobs
- Thursday 26 October 2023 – round 2 ongoing teacher vacancies close (11.30pm) on EduJobs.

**HOT TIP:** Complete step 1 as early as possible to give you more time to apply for advertised ongoing positions.

## Eligibility for applying for an advertised ongoing position

All applicants must be currently registered or able to be registered with the Teachers Registration Board of South Australia prior to commencement of the position.

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

- permanent teachers not in their first year of permanency with the department
- teachers in tenured leadership roles
- employable teachers who are in the ETR and meet the department's minimum employment criteria
- employable teachers who meet the department's minimum employment criteria and are not currently part of the ETR
- teachers included in the permanent teacher register (PTR).

**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.

## Teaching positions in preschool programs

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

- a 4 year early childhood teaching qualification, approved by the Australian Children's Education and Care Quality Authority (ACECQA), or
- be a permanent department teacher and hold a letter of approval from the Assistant Director, Workforce Management to work 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 web site or the ACECQA web site
- qualifications in special education or other relevant qualifications, or equivalent experience in working with and teaching children with autism is desirable.

# STEP 1: BUILD YOUR APPLICANT PROFILE

## Why is the applicant profile important?

The applicant profile is your opportunity to highlight your skills, attributes and motivation for applying. You will only need to complete this profile once.

## What advertised positions require the applicant profile?

You need to attach an applicant profile to each ongoing teaching position you apply for.

**PLEASE NOTE:** Temporary and relief teaching positions do not require an applicant profile.

## Can I use my pack from the previous year?

We encourage applicants to create a new applicant profile for 2024 recruitment. This allows you to provide updated information on your knowledge, skills and abilities over the past 12 months. If you wish to use your 2023 applicant profile, please email [Education.TeacherRecruitment@sa.gov.au](mailto:Education.TeacherRecruitment@sa.gov.au).

## How long will it take to create your profile?

We estimate it will take around 2 to 2.5 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
- 3 minute video introduction: 20 minutes.

You do not need to complete your applicant profile in 1 sitting. The information you enter will save as you go. This allows you to exit and return to finish it at a later date.

## Getting started

To complete your profile, you need to answer 3 capability questions and complete a video introduction.

## Capability questions

These relate to skills and attributes such as working collaboratively, relationship building and student learning. There is a 2000-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. Give an example of how you have worked collaboratively as a member of a team to accomplish a team or site goal. What was your role in the outcome?
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.

## The video introduction

You need to record a short video introduction of yourself addressing the question on the following page. You can practice and re-record your video until you are satisfied with your response.

We know that a video recording may be out of your comfort zone, and we are here to help you in any way we can. If you do not have the facilities to do this at home, we can provide technical support and additional options.

You can contact us via email at [Education.TeacherRecruitment@sa.gov.au](mailto:Education.TeacherRecruitment@sa.gov.au).

## Video question

1. If you had to select the top 3 attributes that make you an effective teacher, what would they be? How do you use them in your classroom or preschool/school community?

Once completed, your video introduction will be included in your applicant profile that you will be able to download as a PDF from the candidate portal.

## Useful tips for recording your video

- Prepare as you would for a face-to-face interaction
- Consider the question and key ideas you wish to highlight in your response
- Prepare your video messaging but avoid reading off a piece of paper or a screen, it'll make your response more conversational
  - It is OK to stumble, say 'um' or make a mistake
  - Just keep going and don't overthink it
- Test your microphone to ensure you can clearly hear yourself
- Position your camera to see your face, neck and shoulders in the video. For good communication, you need your full face to be visible in the middle of the screen
- You have control over your environment and background when recording your video. Be aware of your background setting, body language and personal presentation. Remove any items that may be distracting for the viewer
- Check the light is showing you in the best way, with no glare

- Set up in a room where you are not likely to be disturbed by other people or noises, as this maintains a professional approach
- If you make a mistake, that is OK! If you are not satisfied with your final recording, you can re-record your answer as many times as you like. Contact the team if you need support.

**HOT TIP:** Display confidence, smile and most importantly be yourself.

## How do I access the applicant portal?

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

[Go to the applicant profile](#)

## What next?

- Click start profile
- Select apply now
- If you have not created an applicant profile previously, enter your email address and select continue to apply
  - Enter your first and last name as well as your contact number, then click apply
  - Complete all questions as part of your application
  - You will receive an email to create a password
  - Click the link in the email
  - Follow the prompts to create a new password
  - You will be asked to log in again
- If you already have an account, enter your email address and password and click sign in and apply
  - Ensure your personal details are correct and click apply
- Complete all questions as part of your application
- Please note, all responses are automatically saved
- The maximum number of characters for each question is 2000. Answer exceeding this limit will not be saved.
- Click to complete your video introduction
  - You will be asked to create an account for Spark Hire
  - Follow the instruction videos on Spark Hire
  - Once you are happy with your video click submit
  - You will receive a generic email from Spark Hire when you complete your video
- Within 3 business days you will be able to log into the portal again using the email and password you created originally, to download your applicant profile.

- You do not need to complete your application in one sitting. To continue at a later date, log back into your profile, select profile details and continue to enter your responses under the basic and advanced information and referee tabs.
- You are now able to apply for ongoing jobs within the department.

## Having technical issues or need support?

Email your enquiry to

[Education.TeacherRecruitment@sa.gov.au](mailto:Education.TeacherRecruitment@sa.gov.au).

For video enquiries contact Spark Hire technical support for direct chat function on

[www.support.sparkhire.com/hc/en-us/requests/new](http://www.support.sparkhire.com/hc/en-us/requests/new)

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 TO APPLY FOR AND WRITE YOUR POSITIONING STATEMENT

## Where are ongoing positions advertised?

EduJobs is an online job application site, where you can look at and apply for all advertised teacher positions across the Department for Education. You will see in the job title if a position is ongoing or temporary.

## 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.

[Go to EduJobs](#)

## Getting started

- View the advertised jobs
- Read the job position descriptor for positions you are interested in
- Review the relevant school or preschool website – look at the school context statement, site improvement plan, school values and extra curricula activities
- Take note of the application closing date and time.

## What is a positioning statement?

A positioning statement replaces the personal statement you may have completed in previous years. It is an opportunity for you to demonstrate your motivation and fit for the specific vacancy and site you are applying for. You will need to complete a positioning statement for each position you apply for.

Your positioning statement should be no more than 2000-characters per response and attached as a Word or PDF document, answering the following two questions:

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 vacancy 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?
- Place your ID number at the top of your statement (if you have one)
- Consider your panel and present your information so it's easy to read:
  - Use a clear font such as Arial 10 (or larger)
  - A margin of approximately 1-1 ½ cm is recommended
  - Create headings using the two criteria listed to help the panel locate information
  - Use a consistent tense – past or present
  - Avoid being repetitive in your examples of your teaching practice or strategies
  - Aim to have a leader or colleague proofread your statement and provide feedback.

# STEP 3: APPLY FOR ONGOING POSITIONS ON EDUJOBS

## Go to EduJobs

- Select the position you wish to apply for
- Click on the APPLY button to begin the application process
  - Click on the download application form to view the requirements prior to submitting your online application
- When completing your application:
  - Read the information privacy notice and tick the boxes
  - Enter your email address
  - If you are new to the department a link will be sent to create a password
  - If you already have an account you will be prompted to log in with existing details
- Register your personal details, work history, qualifications and provide any licences and/or certificates as required
- Attach your applicant profile and positioning statement to your application
- Repeat these steps for each job you want to apply for – you can apply for as many as you like.

**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.

## 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](mailto: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](mailto:Education.TeacherRecruitment@sa.gov.au).





# APPLYING FOR TEMPORARY TEACHING POSITIONS

Temporary school and preschool teaching positions are contract jobs. They can be from 20 working days up to 24 months. An applicant profile, including video introduction or positioning statement is not required for advertised temporary vacancies.

For these jobs you need to complete a 2-step application process:

- **Step 1:** Identify temporary teaching position/s on Edujobs to apply for and write your personal statement
- **Step 2:** Apply for advertised temporary teaching positions on Edujobs.

## Key dates for 2024:

### Temporary teacher vacancies:

- Thursday 3 August 2023 – commencement of temporary teacher vacancies advertised on EduJobs
- Temporary jobs are advertised throughout the year.

## Eligibility for applying for an advertised temporary position

All applicants must be currently registered or able to be registered with the Teachers Registration Board of South Australia prior to the commencement of the position.

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, has met the 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)

- be an employable teacher who holds a current authority to teach letter, has met the departmental minimum employment criteria and 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)

- be an employable teacher who holds a current authority to teach letter, has met the departmental minimum employment criteria and who will not be employed as a teacher during the tenure of the advertised position, or
- a permanent teacher in a metropolitan site, who is not in their first year of permanency NB: permanent teachers successful in winning such a position will retain right of return.

### Teaching positions within preschool programs

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

- a four year early childhood teaching qualification, approved by the Australian Children's Education and Care Quality Authority (ACECQA), or
- be a permanent department teacher and hold a letter of approval from the Assistant Director, Workforce Management to work 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 web site or the ACECQA
- qualifications in special education or other relevant qualifications, or equivalent experience in working with and teaching children with autism is desirable.

# STEP 1: IDENTIFY POSITIONS TO APPLY FOR AND WRITE YOUR PERSONAL STATEMENT

## Where are temporary positions advertised?

EduJobs is an online job application site, where you can look at and apply for all advertised teacher positions across the Department for Education. You'll see in the job title if a position is ongoing or temporary.

## 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.

[Go to EduJobs](#)

## Getting started

- Look at the advertised jobs
- Read the job position descriptor for positions you are interested in
- Review the relevant school or preschool website – look at the school context statement, site improvement plan, school values and extra curricula activities
- Take note of the application closing date and time.

## What is a personal statement?

The personal statement is an opportunity for you to demonstrate your skills and attributes such as working collaboratively, relationship building and student learning.

**HOT TIP:** The personal statement required for temporary teaching jobs is different to the personal statement required for the ETR.

## Writing your personal statement

Your personal statement should be no more than 2000-characters per response and attached as a Word or PDF document, answering the following three questions:

1. Give an example of how you have worked collaboratively as a member of a team to accomplish a team or site goal. What was your role in the outcome?
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.

**PLEASE NOTE:** Your personal statement will not automatically upload to EduJobs. You will need to upload all relevant information at the application document stage.

# STEP 2: APPLY FOR TEMPORARY POSITIONS ON EDUJOBS

## Go to EduJobs

- Select the position you wish to apply for
- Click on the APPLY button to begin the application process
  - Click on the download application form to view the requirements prior to submitting your online application
- When completing your application:
  - Read the information privacy notice and tick the boxes
  - Enter your email address
  - If you are new to the department a link will be sent to create a password
  - If you already have an account you will be prompted to log in with existing details
- Register your personal details, work history, qualifications and provide any licences and/or certificates as required
- Attach your personal statement to your application
- 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](mailto: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](mailto:Education.TeacherRecruitment@sa.gov.au).

**PLEASE NOTE:** Your personal statement will not automatically upload to EduJobs. You will need to upload all relevant information at the application document stage.



# APPLYING FOR TEMPORARY RELIEF TEACHING POSITIONS (LOCAL OR AREA)

Temporary relief (local or area) teaching positions can be up to 12 months. These positions are advertised throughout the year. An applicant profile, including video introduction or positioning statement is not required for advertised temporary relief teacher vacancies.

For these jobs you need to complete a 2-step application process

- **Step 1:** Identify temporary local or area teaching position/s on Edujobs to apply for and write your personal statement
- **Step 2:** Apply for advertised temporary teaching positions on Edujobs.

## Key dates for 2024:

### Temporary teacher vacancies:

- Thursday 3 August 2023 – commencement of temporary local or area teacher vacancies advertised on EduJobs
- Temporary jobs are advertised throughout the year.

## Eligibility for applying for an advertised temporary local or area relief teaching position

All applicants must be currently registered or able to be registered with the Teachers Registration Board of South Australia prior to commencement of the position.

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, has met the departmental minimum employment criteria and 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)

- be an employable teacher who holds a current authority to teach letter, has met the departmental minimum employment criteria and 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)

- be an employable teacher who holds a current authority to teach letter, has met the departmental minimum employment criteria and will not be employed as a teacher during the tenure of the advertised position, or
- a permanent teacher in a metropolitan site, who is not in their first year of permanency NB: permanent teachers successful in winning such a position will retain right of return.

# STEP 1: IDENTIFY POSITIONS TO APPLY FOR AND WRITE YOUR PERSONAL STATEMENT

## Where are temporary local or area relief positions advertised?

EduJobs is an online job application site, where you can look at and apply for all advertised teacher positions across the Department for Education. You will see in the job title if a position is ongoing or temporary.

## 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.

[Go to EduJobs](#)

## Getting started

- View the advertised jobs
- Read the job position descriptor for positions you are interested in
- Review the relevant school or preschool website – look at the school context statement, site improvement plan, school values and extra curricula activities
- Take note of the application closing date and time.

## What is a positioning statement?

The personal statement is an opportunity for you to demonstrate your skills and attributes such as working collaboratively, relationship building and student learning.

**HOT TIP:** The personal statement required for temporary teaching jobs is different to the personal statement required for the ETR.

## Writing your personal statement

Your personal statement should be no more than 2000-characters per response and attached as a Word or PDF document, answering the following 3 questions:

1. Give an example of how you have worked collaboratively as a member of a team. What was your role in the outcome?
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 would adjust your teaching approach to cater for a range of subjects/year levels across a range of settings.

**PLEASE NOTE:** Your personal statement will not automatically upload to EduJobs. You will need to upload all relevant information at the application document stage.

## STEP 2: APPLY FOR TEMPORARY LOCAL OR AREA RELIEF POSITIONS ON EDUJOBS

### Go to EduJobs

- Select the position you wish to apply for
- Click on the APPLY button to begin the application process
  - Click on the download application form to view the requirements prior to submitting your online application
- When completing your application:
  - Read the information privacy notice and tick the boxes
  - Enter your email address
  - If you are new to the department a link will be sent to create a password
  - If you already have an account you will be prompted to log in with existing details
- Register your personal details, work history, qualifications and provide any licences and/or certificates as required
- Attach your personal statement to your application
- 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](mailto: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](mailto:Education.TeacherRecruitment@sa.gov.au).

**PLEASE NOTE:** Your personal statement will not automatically upload to EduJobs. You will need to upload all relevant information at the application document stage.

# EMPLOYABLE TEACHER REGISTER (ETR)

The ETR is for teachers 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.

**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.

## 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.

[Go to ETR](#)

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](mailto: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](mailto:Education.HR@sa.gov.au) or 08 8226 1356



