

Applying for a support role in schools and preschools

Information pack



Government
of South Australia

Department for Education

www.education.sa.gov.au/pre-serviceteachers



Applying for a support role in schools and preschools

Did you know there are many work opportunities in schools and preschools outside of teaching?

To kick start your career in teaching or early childhood education, you can work in a support role as an Early Childhood Worker (ECW) or School Services Officer (SSO). Working in a site whilst studying provides lots of valuable experience that will help you put the skills you are learning in your studies into practice.

The recruitment process is different depending on what type of job you are applying for. We've put together this guide to help step you through the process. And if you need, we are also here to help.

To do list

- ✓ Register on the [employable ancillary register \(ETR\)](#)
- ✓ Connect with local schools and preschools Apply
- ✓ for advertised jobs on [Edujobs](#)

Is a support role right for me?

If you're a pre-service teacher or undertaking a diploma or certificate III in early childhood education and care, you can complement your studies by working as a SSO or ECW.

You'll get valuable experience working in one of our schools or preschools while you're studying.

What's in it for you?

Starting work while studying gives you hands on experience working with students and young people.

The benefits of working while studying include:

- Being employed in your professional field
- Earning an income while you study (\$30+ per hour)
- Having flexibility to work around your studies (choose days that suit you)
- Receiving guidance from experienced educators
- Gaining valuable classroom experience
- Gaining confidence working with children and young people
- Creating networks and contacts for future employment.

What do I need to do?

The first step is to get on the Employable Ancillary Register (EAR).

There are no formal qualifications required to work as an SSO, but you will need to provide information like your Working with Children Check. You can see what's required on the checklist below.

To start work as an ECW you must have – or be working towards – one of the following:

- A Certificate III in Early Childhood Education and Care
- A Diploma of Early Childhood Education and Care
- An Early Childhood Teaching Qualification.

To keep an eye on when opportunities are available or to find out more about working in schools and preschools while you're studying, visit [work opportunities for university students studying teaching or education and support](#).



Employable Ancillary Register

Ancillary roles are support roles in schools and preschools. The EAR is for people seeking ancillary employment with the department. This register lets the department know you are looking for ECW or SSO employment.

Why is the EAR important?

By registering on the EAR, you can be considered for temporary ancillary roles within the department, providing you meet all the department's employment requirements. You can also apply for advertised positions directly.

Types of roles include:

- School Services Officer (SSO)
- Early Childhood Worker (ECW)
- Hourly Paid Instructor (HPI)
- Aboriginal Community Education Officer (ACEO)
- Government Services Employee (GSE).

How do I access the EAR?

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

[Go to the EAR](#)

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

Watch this [handy video guide](#) about how to register on the EAR.

What next?

- Read through the eligibility information and click apply
- Read the information privacy notice and tick the boxes
- Enter your email address – use one you will have access to after you finish university
- A 'congratulations' window should appear
 - click proceed to start the EAR process
 - you'll receive an email with a username and password to use when applying for jobs on Edujobs (if you can't see it check your junk mail)
- follow the prompts to complete the EAR.

EAR document checklist

- Either a birth certificate, passport or citizenship certificate
- Evidence of name change (if required)
- Visa or proof of permanent residency if you are not an Australian citizen
- Employment history
- Qualifications/academic transcript
- Relevant history screening letter (if you are a teacher you may provide details of your teacher registration instead)
- Responding to Risks of Harm, Abuse and Neglect (RRHAN) training certificate
- DHS Working With Children Check
- First aid certificate - provide basic emergency life support (HLTAID010) or provide first aid in an education and care setting (HLTAID012) (optional)
- 1 A4 page resume
- 2 referees
- Confirmation of Aboriginality certificate (optional)

Additional documents for ECW

- Anaphylaxis training certificate
- Asthma training certificate

TIP: You can submit your EAR for our team to start assessing your eligibility even if you don't have all the documents. Just skip the steps where you don't have the documents yet.

I'm registered on the EAR – how do I get a job?

Once you've completed your registration on the EAR it's time to start looking for support roles in schools and preschools.

You can do this by:

- Dropping off your resume at schools or preschools you're interested to work at, and letting them know you're registered
- Keeping an eye out for Work While You Study opportunities on the department's website
- Applying for advertised roles on Edujobs.

Edujobs

[Go to Edujobs](#)

Bookmark or save this link somewhere so you can quickly access it again.

When in Edujobs you can login with your username and password from the EAR.

Applying for jobs

- Look at the advertised jobs
- Read the job position description as this may give you more information
- Review the school or preschool website – look at the school context statement, Site Improvement Plan, school values and extra-curricular activities
- Take note of the application closing date and time
- Your application needs to address the requirements outlined in the person specification and should include a resume.

Please note only 1 document can be attached in Edujobs, therefore your written application and resume must be combined into one document and then uploaded to your online application.

Questions?

If you have questions about Edujobs use the online help guide.

For further help, you can also contact education.hr@sa.gov.au.

Jobs in out of school hours care (OSHC)

To get experience at a school or preschool you could also consider working at an OSHC. These jobs create connections and help you gain confidence working with children and young people.

OSHC staff are not employees of the department so the application process is different. Find out more about starting your career in OSHC on our website.

Tips for applying for ancillary jobs

- Make yourself known to the school or preschool
- Drop off your resume and documents
- Have a friend or colleague proofread your application
- Keep an eye out for opportunities on the department website