

# Eligibility and application instructions

## Principal, preschool director and school-based leadership positions

The department's [COVID-19 vaccination policy for employees](#) outlines current requirements for leaders, teachers and ancillary / support employees.

All applicants must be currently registered or be able to be registered with the [Teacher Registration Board of South Australia](#) and hold full registration (as detailed in the [South Australian School and Preschool Education Staff Enterprise Agreement 2024](#), clause 6.11.3), prior to the commencement of a position.

## Externally advertised leadership positions

Where a position has a tenure of greater than 12 months, the position must be advertised externally on edujobs. Sites can also elect to externally advertise positions with a shorter tenure.

To apply for an externally advertised position you must:

- be a permanent department teacher, or
- an employable teacher who holds a current [authority to teach](#) letter and who has met departmental [minimum employment criteria](#), or will be able to meet departmental [minimum employment criteria](#) and gain an [authority to teach](#) letter before commencing in the position.

## Internally advertised leadership positions (must be 12 months or less)

Sites can elect to advertise positions with a tenure of 12 months or less internally. Where a position is advertised internally all eligible staff members will be sent a link to the position via their site leader.

### Where positions are advertised internally at the site that commence in the current year

Applicants must be in a permanent, permanent against temporary (PAT), temporarily placed teacher (TPT) or temporary (contract) position (not temporary relief teacher) at this worksite during the period for which applications are being accepted for the position.

Please note: If a teacher in a temporary appointment at the site is the successful applicant for a position that extends beyond the term of their original appointment to the school, the original appointment will not be automatically extended.

### Where positions are advertised internally at the site that commence in the following year

Applicants must have a guaranteed placement at the worksite at the beginning of that school year. Teachers who are currently in a temporary position or temporary relief teacher (TRT) role in a school are not guaranteed a teaching position in that school for the following year. These teachers cannot apply for leadership positions being advertised internally with a commencement date during the following year.

## Applying for Preschool Director positions

An applicant for a preschool director position must meet the [qualification requirements](#) to teach in an early childhood setting.

## Substantive appointments

Permanent employees of the department, at the conclusion of their appointment, will be placed according to the terms of their substantive appointment and the policies in operation at the time. Please refer to the [Recruitment and selection of teaching staff in schools policy](#) and the [Recruitment and selection of teaching staff in preschools policy](#).

Applicants who are not permanent employees of the department or are from another public sector organisation, do not hold ongoing placement rights with the department at the conclusion of the appointment.

## How to apply:

All advertised positions will contain a Job and Person Specification (J&P). The J&P will outline the context of the position, key selection criteria and application requirements.

## Key points

- All application must be submitted via the edujobs platform prior to the closing date of the advertisement.
- Applications can be uploaded in either Word or PDF format.
- Refer to the Job and Person Specification for detailed application instructions.

You are encouraged to contact the panel chair if you would like further information about the position.