

# Application instructions and eligibility

## Application instructions for 2022 advertised teaching positions

We are using a different recruitment approach for ongoing school sector teacher vacancies to achieve better recruitment outcomes and be workforce ready in 2022. These instructions do not apply to advertised ongoing preschool, school based preschool or all temporary teaching vacancies.

### Applying for advertised teaching positions involves 2-stages:

**Stage 1:** build your profile on our dedicated recruitment portal, which is now open here <https://www.teacherrecruitment2022.harrisonmcmillan.com.au/> and will require you to:

- answer 3 capability statement questions
- complete a video introduction
- attach the PDF profile you receive to any position you apply

for in [Edujobs](#).

**Stage 2:** apply for advertised vacancies on [Edujobs](#) by:

- selecting the position(s) you wish to apply for
- registering your personal details, work history and qualifications
- completing a one page positioning statement detailing why you're applying for the vacancy and have chosen that particular school. Note: this replaces the positioning statement required in previous years. More information on the positioning statement can be found at [https://www.education.sa.gov.au/sites/default/files/personal\\_statement\\_written\\_application.pdf](https://www.education.sa.gov.au/sites/default/files/personal_statement_written_application.pdf) under '**2022 advertised teacher vacancies positioning statement and application profile**'
- attaching your profile (complete your profile by the relevant due date – see below - so you can attach this to your application in time)



There will be multiple rounds of advertised roles, so the deadline to complete your profile and application will depend on when the position you're applying for is advertised to close. See dates below for important deadlines to remember:

<b>Round 1</b>	
Round 1 positions advertised in Edujobs	Monday 2 August
Latest date to complete applicant profile for round 1 (to allow 3 business days for profile to be collated)	Monday 16 August
Round 1 positions close in Edujobs	Thursday 19 August
<b>Round 2</b>	
Round 2 positions advertised in Edujobs	Monday 16 August
Latest date to complete applicant profile for round 2 (to allow 3 business days for profile to be collated)	Monday 30 August
Round 2 positions close in Edujobs	Thursday 2 September
<b>Round 3</b>	
Round 3 positions advertised in Edujobs	Thursday 9 September
Latest date to complete applicant profile for round 3 (to allow 3 business days for profile to be collated)	Monday 20 September
Round 3 positions close in Edujobs	Thursday 23 September

## Instructions applying to advertised ongoing preschool, school-based preschool and all temporary teaching vacancies

Please attach a personal statement outlining the following information:

The criteria as specified within the current Industrial Enterprise Agreement include:

- relationships
- student learning
- curriculum
- safe work practices.

General suggestions for writing your one page personal statement:

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

- the recommended smallest size font for typing your document is Arial 9
- a margin of approximately 1-1½cms is recommended
- consider the layout (1 column or 2) - two columns is generally considered best practice
- align text to both the left and right margins - creating a clean look along each side of the page
- create headings utilising the 4 criteria listed - 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 proof read your statement and provide feedback (spelling and grammatical errors and excessive repetition are real turnoffs for panels)
- use examples from your teaching experiences (graduates should include practicum experiences)
- to show evidence you can do what you say you can do
- consider a 3 part approach to structuring an example of evidence:
  1. What I do?
  2. How I do it?
  3. How I know I am successful?
- state what you do assertively rather than I am aware of (avoid 'passive language').

At Step 8 of 12 (positioning statement) please attach one page personal statement here. A Harrison McMillian file is not required, please skip this step.

## Teacher positions

### Eligibility

All applicants must be currently registered or be able to be registered with the [Teacher Registration Board of South Australia](#) prior to the commencement of the position. Specific eligibility includes for:

- permanent teaching positions
- highly accomplished teacher (HAT) and lead teacher (LT) teaching positions

- temporary teaching positions (metropolitan sites)
- temporary teaching positions (country sites for positions of 4 weeks to 6 months in length)
- temporary teaching positions (country sites for positions of 6 to 12 months in length)
- teaching positions within preschool programs.

## Additional information to note:

### Permanent teaching positions

Applicants who are eligible to apply must:

- be a permanent teacher who is not in their first year of permanency, in an ongoing position, or
- be an employable teacher who holds a current [authority to teach](#) letter and who has met departmental [minimum employment criteria](#), or
- be an employable teacher who is able to meet departmental [minimum employment criteria](#) before commencing the position.

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

#### [Role statement for HAT/LT](#)

Applicants who are eligible to apply for these positions must:

- have the relevant certification and must attach evidence of this certification when applying for these positions (certificate or letter confirming certification from the department or relevant certification authority)
- be aware that following the end date of their certification or the end of their three year tenure in a highly accomplished teacher (HAT) and lead teacher (LT) teaching position (whichever occurs first), they will remain at the site in an ongoing capacity at their substantive classification.

### Teacher renewal program teaching positions

Applicants who are eligible to apply must:

- be a permanent teacher who is not in their first year of permanency, in an ongoing position, or
- be an employable teacher who holds a current [authority to teach letter](#) and who has met departmental [minimum employment criteria](#), or
- be an employable teacher who is able to meet departmental [minimum employment criteria](#) before commencing the position.

### 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:

- 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:

- 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
- 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.

### Teaching positions within preschool programs

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

- a four year early childhood teaching qualification, which is 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 department superintendent, site HR or 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](#).

Additional information to note:

- an applicant, who does not have an approved early childhood qualification, may be considered in remote country if there are no other suitable applicants with an early childhood qualification. In these instances each applicant will be considered in line with education and care services national regulations (reg 241) and departmental selection and emphttp://acecqa.gov.au/educators-and-providers1/qualificationsloyment policy

- 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 completed their first year of permanency in an ongoing position
- overseas applicants are welcome to apply however the department will not under normal circumstances sponsor these applicants. It is recommended applicants gain their own working visa