

Merit Instruction 11a

Registers of Interest for selected vacancies under the Education and Children's Services Acts (including Seconded Teacher Vacancies) of up to and including 6 months or two terms.

A register of interest for vacancies may be used where there are immediate and future short term vacancies within units where specific skills are required. Registers may be used for the following vacancies:

- Education Director
- Principal
- Preschool Director
- Seconded Teacher corporate and education office vacancies.

The register operates for a maximum of twelve (12) months and if there is a need for a further register of interest, it must be re-advertised and existing persons within the register of interest will need to reapply.

As the registration of interest is for short term vacancies there will be no appeal process.

- The register may be restricted to within a region or from a wider pool.
- Applicants do not need to be currently employed in DECD. However applicants must either be currently registered or able to be registered to teach in South Australia, and meet DECD minimum employment requirements before taking up the appointment.

If a condition of the vacancy is to take up the appointment by a certain date, which is critical with many short term vacancies, the applicant must be able to meet the proposed start date.

- Minimum DECD employment requirements for teachers include recognised teaching qualifications and registration as a teacher in South Australia and, in addition, for all applicants not permanent with the department will include a cleared on-line Employment Declaration, Australian residency or current work permit, Reporting Abuse and Neglect training (previously known as Mandatory Notification), and an approved First Aid certificate.
- Completed registration forms or written applications (generally not exceeding 500 words) plus a modified CV and the names of 2 referees, can be submitted at any time during the 12 month period that the register is active.
- Applicants to receive notification that their registration/application has been received.
- Applicants are responsible for updating information should their details change.
- For each short-term vacancy that arises, approval to fill must be sought from the appropriate delegate and via the approved processes prior to the use of the register.
- For each short-term vacancy that arises, a selection panel, comprising at least two merit trained employees, will be convened consisting of a Chairperson and a staff representative. Gender representation is recommended but not mandatory.
- A two person panel is required to make recommendations from the register for positions of up to two terms.
- For positions of up to one term, where there are exceptional circumstances to ensure the appropriate and timely leadership of a school or preschool, the Education Director may themselves make a nomination from the register.
- Please note that the requirement for a 3 person panel for Principal vacancies of more than 2 terms still applies even if the appointment is from a register.
- The panel is required to meet to set the criteria and consult with the register to short-list applicants with relevant background and matching skills, abilities, experience and knowledge. The principle of merit must apply to

appointments made from the register.

- The panel may conduct an interview if required and a referee check is mandatory for the successful applicant.
- Where relevant the VSP is used to record the vacancy and the nomination. The Education Director creates a vacancy on VSP and then enters the nomination. In this way all other documentation including higher duties pay etc is carried out automatically.

Ethical Conduct Unit

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