

Merit instruction 2

Eligibility to apply—School/preschool-based vacancies, including Early Childhood Workers, School Services Officers, Government Services Employees vacancies, and Seconded Teacher vacancies

In addition to eligibility criteria established through legislative and industrial instruments and government-wide policy, the Chief Executive reserves the right to establish additional eligibility criteria, as required, to meet the needs of the organisation.

Externally advertised vacancies—teacher leadership and seconded teacher roles

Applicants do not need to be currently employed in DECD. However, applicants must be either currently registered or able to be registered to teach in South Australia, and meet DECD's minimum employment requirements before taking up an appointment.

Minimum DECD employment requirements for teachers include recognised teaching qualifications and registration as a teacher in South Australia. Further requirements for all applicants include a DECD Employment Declaration, and may include Mandatory Notification training, First Aid certificate, Australian residency or current work permit, and a satisfactory criminal history check.

At the conclusion of a term of appointment:

- permanent DECD employees will be placed according to the terms of their substantive appointment and the policies in operation at the time;
- employees originally from other public sector organisations with a right of return, will be managed according to the provisions of the *Public Sector Act 2009* (SA) and any applicable public sector determination or policies;
- employees with no other public sector employment will cease to be employed.

It is the responsibility of applicants to provide evidence of eligibility. However; chairpersons of selection panels must check that candidates meet eligibility requirements prior to a panel recommending a preferred candidate.

Short-term teacher leadership positions up to and including 12 months' duration, including seconded teacher positions

Principal/Preschool Director

In the first instance, employees who hold a substantive leadership level, but who are not currently occupying a substantive role, will be considered for any short-term vacancies at the Principal/Deputy Principal and Pre-School Director level.

Under normal circumstances, where there is a vacancy at the Principal level and there is a Deputy Principal at the site, the deputy should be offered the position for up to six months or two terms.

If the vacancy cannot be filled via any of the above means, it may be advertised. Schools, in consultation with the Personnel Advisory Committee (PAC) may recommend to the Chief Executive or delegate that one of the following two methods should be used to advertise/fill a short-term vacancy:

- The vacancy should be limited to application from staff currently at the site.
- The vacancy should be advertised using DECDJobs, thereby allowing applications from any teacher who holds an authority to teach with DECD.

Other teacher leadership positions

Sites, in consultation with the PAC (in schools), may recommend to the Chief Executive or delegate that one of the following two options should be used to advertise/fill a short-term vacancy:

- The vacancy should be limited to application from staff currently at the site.
- The vacancy should be advertised using DECDJobs, thereby allowing any applicant who holds an authority to teach with DECD to apply.

Sites should also consult, and give careful consideration to, the Aboriginal Leadership register for suitable applicants for advertised positions.

Internally advertised positions to commence in the following year

If a school chooses to limit a short-term acting leadership vacancy to staff at the school site only, it should consider waiting until the beginning of the following school year to advertise the vacancy. This enables newly appointed employees, including those on contract, to apply for these vacancies, and facilitates appointing the best person for the role. This decision should be made in consultation with the PAC, if applicable, and take into consideration the needs of the site.

Teachers in Permanent Against Temporary (PAT), Temporary Relieving Teacher (TRT) or contract roles

Teachers in PAT, TRT or contract roles may apply for short-term leadership vacancies. If a teacher is nominated for a position that extends beyond the term of their original appointment to the school, the original appointment will not be automatically extended.

Schools must ensure that they are able to fund an appointment. Advice should be sought from the relevant People and Culture Consultant.

Part-time teachers

Part-time teachers who are appointed to internally advertised, full-time, short-term leadership vacancies have the options of:

- if the appointment can be accommodated within the staff allocation, increasing their time for the duration of the appointment;
- carrying out the role at their existing part-time fraction of time.

A part-time appointee undertakes the whole of a leadership role and appropriate teaching responsibilities up to their current fraction of time. If required, another teacher may undertake any remaining teaching component.

Vacancies at Principal level are 1.0 full time equivalent (FTE) positions. However, it may be possible for part-time teachers to negotiate a job-sharing arrangement, as described here.

Part time teachers sharing leadership roles

Part-time teachers can apply to fill a vacancy by job-sharing. This applies to all school-based vacancies, except that of Principal (unless otherwise agreed), and also to seconded teacher positions, by negotiation with the appropriate Director. For vacancies at Principal level, it may be possible to negotiate a job sharing arrangement depending on the circumstances and the needs of the site. This is also applicable to vacancies at Preschool Director level positions of 1.0 FTE.

Appointments to a job-sharing arrangement can only be made with the consent of both prospective appointees. Part-time teachers on fractional times that, in combination, add up to a maximum of 1.0 FTE, who are applying for a vacancy on a job-sharing basis, must write separate applications. They should be interviewed separately, and referee reports and similar information sought independently. Both applicants must meet the essential minimum requirements of the vacancy description, and both must be recommended for the position.

In making a recommendation, the selection panel must determine that the proposed job-sharing team can best achieve the outcomes required of the appointment.

School Services Officer, Early Childhood Worker and Government Services Employee (weekly paid) vacancies

School Services Officer (SSO), Early Childhood Worker (ECW) and Government Services Employee (GSE; weekly paid) vacancies are identified by a principal in consultation with PAC.

SSO, ECW and GSE vacancies of less than 15 hours and up to 12 months' duration

In the first instance additional hours should be offered to existing permanent part-time employees within the relevant site. A modified merit selection process should then be carried out to appoint an appropriately qualified applicant.

If the vacancy cannot be filled in this manner, additional hours should be offered to permanent existing part-time employees in nearby sites by negotiation with the Assistant Director, People and Culture Operations (formerly Assistant Director, Workforce Management).

SSO, ECW and GSE vacancies of 15 hours or more and up to and including 12 months' duration

Vacancies of 15 hours or more and up to and including 12 months' duration are filled through the placement process in consultation with the relevant People and Culture consultant.

Externally advertised SSO, ECW and GSE vacancies

Under normal circumstances, these vacancies will appear on the South Australian Government's Notice of Vacancies website. Some vacancies contained in the Notice of Vacancies are only available to current South Australian Government employees, as outlined [on the website](#). Casual/claim paid employees will need to have worked during the advertisement period to be eligible to apply.

Ethical Conduct Unit

April 2016