

2018 Teacher and Leadership Staffing Timeline (Preschool and School Sectors)

	TERM 1	TERM 2	TERM 3	TERM 4
Week 0	Band A & B Leadership adverts,(12 months or greater) commence weekly, each Thursday			
Week 1				
Week 2	Student Enrolment Survey, Monday			
Week 3		PTR & APR Applications due by end of week		
Week 4	Individual Principal/Director/Leaders meetings with People & Culture Business Partners commence in relation to teaching and leadership vacancies	Ongoing vacancies for teaching and ancillary due by end of week Finalise central placement of PATS, country to metro guarantees		Final Week for Band A Leadership and ongoing teaching and ancillary vacancies to be advertised
Week 5		Ongoing teaching and ancillary advertisements commence weekly each Thursday		Notification of placements for PTR (including TPT appointments) and APR by the end of week.
Week 6	Permanent Teacher Register (PTR), Ancillary Permanent Register (APR) and Employable Teacher & Ancillary(ETR & EAR) Register application forms available on line			
Week 7				All 2019 teaching vacancies finalised
Week 8	Permanent Teacher Recruitment & Selection information meetings commence			
Week 9				
Week 10		HR Profiles for all sites completed.	Final week for Band B (including deputy principals) External Leadership positions to be advertised	
Week 11				
Vacation	PTR Applications for PATs, country to metro guarantees due by 27 April 2018 Central placement of PATS, country to metro guarantees commence			

Task Guide

xxx	Continuous Activity	xxx	One-Off Activity	xxx	Due Date
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