

DEPARTMENT FOR EDUCATION

Job application guideline (seconded teacher vacancies)

Overview

The Department for Education welcomes your interest in this vacancy.

Our recruitment and selection decisions are based on a fair and equitable assessment of merit, as defined within the *Public Sector Act 2009*:

- (a) the extent to which each of the applicants has abilities, aptitude, skills, qualifications, knowledge, experience (including community experience) and personal qualities relevant to the carrying out of the duties in question; and
- (b) if relevant—
 - (i) the manner in which each of the applicants carried out any previous employment or occupational duties or functions; and
 - (ii) the extent to which each of the applicants has potential for development.

Your application is an opportunity to demonstrate your competencies as they relate to a position.

To assist you in maximising your chances of success, it is suggested you thoroughly read the job advertisement and position description to make sure you understand what the position entails.

You are also encouraged to speak with the contact officer if you would like any further information.

Eligibility

Applicants must be either currently registered or able to be registered to teach in South Australia.

If you are not permanent with the department, you must meet the [minimum employment requirements](#) before taking up the appointment. This includes registration as a teacher in South Australia and an active on-line application in the Employable Teacher Register (ETR), Australian residency or current work permit, Responding to risks of harm, abuse and neglect – education and care training, and an approved first aid certificate.

Any other special conditions can be found in the job advert and position description.

At the conclusion of a term of appointment:

- permanent employees of the department 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 and any applicable public sector determinations or policies;
- applicants who are not permanent employees of the department do not hold placement rights with the department the conclusion of the appointment.



Application requirements

A merit selection panel will assess your application to determine your suitability for progressing to the next stage of the selection process. You will be assessed against the key competencies detailed in the position description, taking into consideration the context of the position, key outcomes and any challenges identified as being relevant or necessary.

Your application will generally comprise the following, unless otherwise specified in the job advert:

- A curriculum vitae (CV) that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships/registration.
- A cover letter of no more than two pages. The cover letter should summarise your current duties and describe your suitability for the position.
- A completed and signed pre-employment declaration form.
- The name and contact details for three nominated referees. It is recommended you advise them you are applying for the position as they may be contacted by the panel. At least one referee should be your current supervisor/manager.

Late applications

It is your responsibility to thoroughly check your application for accuracy and ensure it is submitted by the designated closing time.

Where exceptional circumstances prevent you from submitting your application on time it is recommended you ask the contact officer if an extension may be granted ahead of time.

Writing your application

Please follow any application instructions specified in the job advert.

To give you the best opportunity to be successful, your application should clearly and concisely demonstrate you are suitably equipped to perform the position, and you possess the required skills, abilities, knowledge, experience and educational qualifications (where required).

The application instructions may include submitting a cover letter and addressing the nominated key competencies. In this case, the cover letter should complement the information provided in your CV and may provide further context regarding your suitability for the position.

A technique that may assist you in responding to the key competencies of the position is the **STAR** method:

- describe the situation (**S**)
- explain your task (**T**) or objective
- describe the action (**A**) you took, and
- the result (**R**) of your action.

Assessment process

The most common selection tool for public sector vacancies is an interview. Other methods include:

- Presentation. Applicants may be asked to present on a topic to evidence their subject matter expertise, as well as oral communication and presentation skills. This tool may be chosen if public speaking or delivering presentations is a key part of the position.

- Psychometric testing delivered by a qualified professional and organisation. This tool may be chosen for positions that operate in extremely stressful environments.
- Case Study. Giving a real-life work example of a potential on the job scenario is particularly useful for identifying and understanding how an applicant might handle practical challenges.

The panel will determine the most appropriate selection method/s to use for each vacancy.

If you are shortlisted to progress to the next stage of a selection process, you will be notified by email of the selection tool to be used, the composition of the panel, and any special requirements for the selection process.

Selection outcome

The preferred candidate will be contacted in the first instance to advise they were nominated for the position. They will then receive written confirmation via email. Once they have accepted the nomination, the other applicants will be notified via email that an outcome has been achieved.

It is recommended you monitor your email address throughout the process.

Once all applicants have been notified, there may be a 7-day period in which unsuccessful applicants, who are existing employees of the department, can request an internal review if the vacancy is greater than 12 months.

The grounds for review are limited to concerns of serious irregularities in the selection process (including nepotism or patronage) that may have impacted the outcome.

A formal offer of employment to the successful applicant will progress after the 7-day review period.

Post selection feedback

Applicants are entitled to receive feedback from the panel once the process has been completed.

You may request feedback from the chair of the panel within 4 weeks of receiving notification of the selection outcome.