TEACHER EMPLOYMENT in DECD

*Important reminders for 2013 teacher education graduates*

There are two pathways for employment with DECD as a teacher:

1. Applying for Advertised Permanent Teaching Positions
2. Applying for contract / temporary and temporary relieving teacher (TRT) work

1. PERMANENT TEACHING VACANCIES – ADVERTISED


Scroll down to Permanent Teaching Positions (country or metro)

| Term 2: Wk 2 | Friday May 10 | Aboriginal, Anangu and SNAP schools |
| Term 2: Wk 6 | Friday June 7 | Country and some metro schools |
| Term 3: Wks 1, 5 & 6 | Friday July 26, Aug 23 & 30 |
| Term 4: Wk 1 | Friday Oct 18 |

**IMPORTANT!!**

- If you are completing your teaching qualification in 2013 and you are interested in applying for a permanent teaching position with DECD starting in 2014 you can apply for any permanent positions advertised in 2013 as per the dates above.
- We assume that you will be ready to start and completed all of the DECD minimum requirements for employment [http://www.decd.sa.gov.au/hr/pages/jobscareers/tpprequisites/](http://www.decd.sa.gov.au/hr/pages/jobscareers/tpprequisites/) prior to the start of term 1, 23/1/2014.....so go for it....apply!
- Use the link next to the advertisement to lodge a new application for EACH vacancy that you’re interested in.
- Read the Position Descriptor carefully and contextualise your Personal Statement for each position being applied for.
- You will also need to submit the **Register Interest For Teaching Application for 2014** as part of meeting the DECD minimum requirements for employment

2. TEMPORARY TEACHING

**IMPORTANT!!**

- Mid-year graduates who want to be considered for temporary employment with DECD for 2013 (terms 3 and/or 4) must complete an online application and **Register Interest for Teaching 2013**. Go to [http://www.decd.sa.gov.au/hr/pages/jobscareers/schooljobssearch/](http://www.decd.sa.gov.au/hr/pages/jobscareers/schooljobssearch/)
- Graduates who want to be considered for temporary employment with DECD in 2014, must complete an online application and **Register Interest for Teaching 2014** to be eligible to start employment from day 1 term 1, 2014.
- Both the 2013 and the 2014 applications are currently accessible on the DECD website
- A new online application must be submitted each year. Some of the information will carry over from one application to the next. Résumé, personal statement, any updated certificates and any change in circumstances e.g. Employment Declaration should be reviewed and where appropriate be updated & attached each year.
- If you lodge an online application for 2013 (e.g. mid year grads), you will need to lodge another online application for 2014. You must use the same DECD login number and password each time you log in or start a new application.

*Use the same “Register Interest for Teaching Application” for contract / temporary and / or TRT work.*

**Please read** the Application Instructions before beginning. **Further application instructions** can be accessed by clicking on the “help” link
IMPORTANT!!

a) When lodging an online application for the first time, you will be issued with a **DECDjobs login number** usually 5 digits. This is the number you will need to use to make adjustments to your application at anytime. Please be aware this is **NOT** your DECS (7 digit) ID / reference number.

b) If you will not be available for work at any time during the course of your online application please indicate this in **Section 10 “Other”** e.g. 23/01/14 to 11/04/14 not available, overseas or 14/10/13 to 25/10/13 not available, family wedding etc

c) In **Section 11** of the application, scan and attach your **3 certificates** as you receive them Teacher Registration, Mandatory Notification (Responding to Abuse and Neglect – Education and Care) and First Aid (e.g. DECD / ECD BELS). You also need to type in the requested date of each certificate.

d) In **Section 12**, scan and attach supplementary documentation if you answer “yes” to any questions.

e) Attach copies of your **Teaching Prac reports (last 2)**, Personal Statement, Résumé, **Academic Transcripts, Australian Birth certificate**, (or a legible copy of your visa / work permit and the personal details page of your passport if not born in Australia) as you receive them.

f) **You can log on to your application as many times as you like using your login number and password.**

**Please Note:** Once you have successfully submitted your online application, you will become part of the Employable Teacher Register (ETR) and your application details will be matched against temporary vacancies as they arise.

**TEMPORARY TEACHING VACANCIES** - Some temporary vacancies (contracts) are also advertised on a needs basis throughout the year when there is no one suitably matched from the Employable Teacher Register (ETR). Temporary Vacancies are found on the DECD website at [www.decd.sa.gov.au Apply for Jobs in DECD](http://www.decd.sa.gov.au)

**YOU WILL NOT BE ABLE TO COMMENCE EMPLOYMENT AS A TEMPORARY TEACHER OR AS A TRT UNTIL YOU HAVE MET ALL DECD MINIMUM REQUIREMENTS FOR EMPLOYMENT.**

Once you have met the minimum requirements for teaching with DECD, you will be:

1. Sent a TRT Authority email (to the email address you provide on your online application) which will enable you to work both as a Temporary Relief Teacher (TRT) and contract / temporary teaching work if you have chosen this option. **This is your TRT Authority letter.**
2. Provide you with a DECS ID number (7 digits) - this is different to your application login number.
3. Senior HR consultants, Principals and Local Selection Panels will read sections of your Application when looking to fill teaching vacancies.

**3. OTHER HELPFUL HINTS**

**Before you complete your studies**

- **Lodge an application for Teacher Registration** with the Teachers Registration Board (TRB) at [www.trb.sa.edu.au](http://www.trb.sa.edu.au). It is a legislative requirement that all teachers in SA have teacher registration.
- You will not be able to complete the process until you provide the TRB with your final Academic Transcript, however some other sections may take several months, so best get started.

**After course completion**

- Attach a copy of your **FINAL** academic transcript to your online teaching application.
- Forward an original copy of your Academic Transcript to the Teachers Registration Board.
- Attach a copy of your Teachers Registration Certificate to Section 11 of your ETR application (please be aware TRB do not send DECD this information)
- For further assistance with your online application or subject advice please telephone DECD Recruitment on 8226 1356 or email [decdrecruitment@sa.gov.au](mailto:decdrecruitment@sa.gov.au)

**PLEASE PRINT THIS OFF FOR YOUR REFERENCE AND EVERY SUCCESS IN YOUR TEACHING PURSUITSS!!**