

A y g f a e c a d e c

Information pack

A key role in education is

Did you know there are many work opportunities in schools and preschools outside of teaching?

To kick start your career in teaching or early childhood education, you can work in a support role as an Early Childhood Worker (ECW) or School Services Officer (SSO). Working in a site whilst studying provides lots of valuable experience that will help you put the skills you are learning in your studies into practice.

The recruitment process is different depending on what type of job you are applying for. We've put together this guide to help step you through the process. And if you need, we are also here to help.

To do list

- Register on the employment portal you register (ETB) you
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Learn, earn, e.g. f e?

If you're a pre-service teacher or undertaking a diploma or certificate III in early childhood education and care, you can complement your studies by working as a SSO or ECW.

You'll get valuable experience working in one of our schools or preschools while you're studying.

What's in it for you?

Starting work while studying gives you hands on experience working with students and young people.

The benefits of working while studying include:

- Being employed in your professional field
- Earning an income while you study (\$30+ per hour)
- Having flexibility to work around your studies (choose days that suit you)
- Receiving guidance from experienced educators
- Gaining valuable classroom experience
- Gaining confidence working with children and young people
- Creating networks and contacts for future employment.

What do I need to do?

The first step is to get on the Employable Ancillary Register (EAR).

There are no formal qualifications required to work as an SSO, but you will need to provide information like your Working with Children Check. You can see what's required on the checklist below.

To start work as an ECW you must have – or be working towards – one of the following:

- A Certificate III in Early Childhood Education and Care
- A Diploma of Early Childhood Education and Care
- An Early Childhood Teaching Qualification.

To keep an eye on when opportunities are available or to find out more about working in schools and preschools while you're studying, visit [work opportunities for university students studying teaching or education and support](#).

Employment Ancillary Register

Ancillary roles are support roles in schools and preschools. The EAR is for people seeking ancillary employment with the department. This register lets the department know you are looking for ECW or SSO employment.

Why is the EAR important?

By registering on the EAR, you can be considered

How do I get a job?

Once you've completed your registration on the EAR it's time to start looking for support roles in schools and preschools.

You can do this by:

- Dropping off your resume at schools or preschools you're interested to work at, and letting them know you're registered
- Keeping an eye out for Work While You Study opportunities on the department's website
- Applying for advertised roles on Edujobs.

Edujobs

Bookmark or save this link somewhere so you can quickly access it again.

When in Edujobs you can login with your username and password from the EAR.

Applying for jobs

- Look at the advertised jobs
- Read the job position description as this may give you more information
- Review the school or preschool website – look at the school context statement, Site Improvement Plan, school values and extra-curricular activities
- Take note of the application closing date and time
- Your application needs to address the requirements outlined in the person specification and should include a resume.