

Recruitment and selection of teaching staff in preschools procedure

This is a mandated procedure under the operational policy framework. Any edits to this procedure must follow the process outlined on the [creating, updating and deleting policies](#) page.

Overview

This procedure, associated with the [recruitment and selection of teaching staff in preschools policy \(PDF 573KB\)](#), identifies and describes the criteria and processes for the appointment of teaching staff in stand-alone preschools.

Scope

The procedure applies to the appointment of teachers including the classifications of Substantive Key Teacher, Advanced Skills Teacher AST-2 and Advanced Skills Teacher AST-2 Fall-back in the preschool sector.

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Detail

Describing vacancies

Describing a new or vacant position

With reference to the site's workforce plan (see [recruitment and selection of teaching staff in preschools policy \(PDF 573KB\)](#) 'workforce planning' section) and in partnership with the staff team, the Preschool Director identifies and describes a new vacancy.

All described vacancies need to detail the Level of Schooling (PSOP – Preschool or BPOB –

- Transfer
- Workers Compensation

Permanent (ongoing) vacancies

An ongoing vacancy does not have an end date. An ongoing vacancy can be described when:

- no permanent teacher holds right of return to the vacancy
- a new vacancy is created which can be funded on an ongoing basis from the preschool's resource budget.

For all vacancies resulting from teachers winning advertised teaching or leadership positions, by teachers resigning, retiring or losing right of return by other relevant circumstances, it is expected that an ongoing position will be described by the preschool unless strong evidence can be provided to the Business Partners, Workforce Management – Schools and Preschools as to why the resultant vacancy cannot be filled permanently.

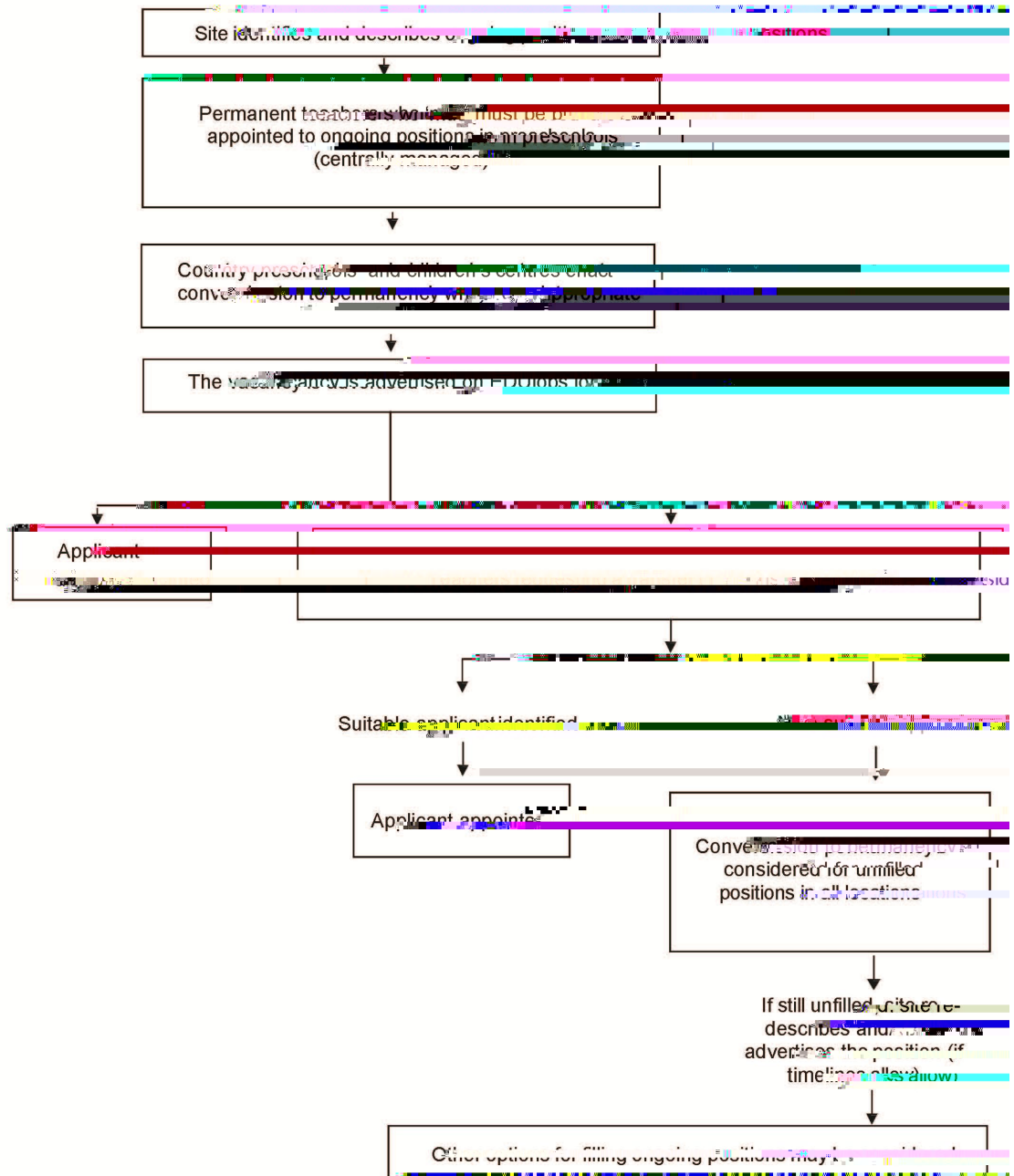
Temporary vacancies

A temporary vacancy is for a fixed period of time with a specified commencement and end date.

Temporary vacancies have a minimum tenure of 20 duty days. They can be up to two years if the vacancy is, for example, behind a teacher who holds right of return to the preschool.

See Diagram 1 – Filling Ongoing Positions.

Diagram 1 – Filling ongoing positions



Temporary vacancies

Teachers in the PTR who are eligible to be considered for temporary positions are considered in the first instance for temporary positions, through a centrally-managed process. If an appointment is not made from the PTR, the position can either be advertised by the preschool or filled from the Employable Teacher Register (ETR), through the process outlined in this document.

See **Diagram 2 – Filling Temporary Positions**

Eligibility for applying for an advertised ongoing vacancy

Teachers who are eligible to apply for an advertised ongoing vacancy include:

- permanent teachers who are not in their first year of permanency with the department
- teachers who are in tenured leadership roles
- employable teachers who are in the ETR and who meet minimum department employment criteria

Eligibility for inclusion in the Permanent Teacher Register

The Permanent Teacher Register (PTR) will mainly comprise teachers completing leadership or secondment, returning from the country to the metropolitan area and returning from extended leave. However, there may be a small number of other permanent teachers who will require consideration for placement through

- Alternative placement requests will normally be associated with a medical condition relating to the teacher or their family, and be supported by appropriate documentation.

If a request has not been approved through normal processes, and it is deemed to be of urgent or high

Right of return

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- re-location from one country preschool to another country preschool.

Tied placements will only be effected when both teachers seeking tied placements can be placed. When two teachers decide to tie their applications, they need to ensure they clearly indicate their tied partner on their application. If it is not possible to appoint both teachers, then neither teacher will be appointed.

Tied placements can only be made into the applicant substantive sector (preschool) but may be tied with an employee from the schooling sector.

Tied appointments **cannot** be used when actioning a guaranteed return to the metropolitan area, or for re-location from one metropolitan appointment to another.

Tandem teaching appointment request

Two teachers may jointly apply for one position, i.e. job share. Each request will be considered on an individual basis and success will depend on available vacant positions and the merit of their applications relative to other applications.

Roles and responsibilities

Preschool Director

Identify and describe a new vacancy with reference to the Site's

AEU

Australian Education Union (SA Branch)

EduJobs

Job board for advertising vacant positions and submitting applications.

Permanent against temporary (PAT)

A permanent Department for Education teacher appointed into a temporary position.

Permanent teacher register (PTR)

A register of permanent teachers requiring placement or seeking an alternative location.

Temporary relieving teacher (TRT)

A casual teacher appointed on a short term basis from a minimum tenure of half day (3.625 hours) up to a maximum of 19.5 duty days.

Supporting information

Related awards and instruments

[Pre-school \(Kindergarten\) Teaching Staff Award](#)

[South Australian School and Prescho Pi/9o \(Pi1 \(t\)4.98Su3 \(c\)6 \(s\)-4\)-14.1 \(i\)-14.1 \(t\)4..](#)

Approved by: Director, Employee Relations

Approved date: 23 June 2020

Review date: 23 June 2023

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Version: 1.2

Approved date: April 2016

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Version: 1.1

Approved date: November 2015

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Version: 1.0

Approved date: 21 July 2014

Review date: 21 July 2017

Contact

People and Culture

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[Ask your question or lodge a request through edHR](#)

Appendix 1 – Preschool skills criteria

Aboriginal (IS)

You can put Aboriginal and/or Anangu Schools if you can provide evidence that:

- you can establish effective working relationships with Aboriginal people including studen hoodibæ(l)-14.1 (i)-14.2 (

Speech & Language (SE)

You can put Speech & Language if you can provide evidence that:

- you have undertaken recent training and development to cater for children with specific speech and language needs
- you have effectively planned and implemented speech and language programs.

Appendix 2 – Position tenure review panel

Purpose

A joint Department for Education/AEU Position Tenure Review Panel will be established to consider concerns relating to the tenure of positions i.e. when a temporary position is described which appears to meet the criteria for an ongoing position. Either the department or the AEU can initiate a meeting of the panel.

Composition of the Tenure Review Panel

- To make determinations as to whether a position in dispute should be ongoing or temporary.

Annual Review

The Panel will conduct an annual review of the terms of reference and any recommendations, if agreed by the department and the AEU, will be implemented.

Dispute Resolution

The formation of the Tenure Review Panel does not preclude either industrial party from accessing the procedures for preventing and settling industrial disputes under clause 3.1 South Australian School and Preschool Education Staff Enterprise Agreement 2020 in relation to matters relating to the tenure of teachers.

- Ability to establish and maintain effective relationships

Curriculum

- Knowledge of current curriculum in the relevant area, including child protection

Safe work practices

-

Culture.

Panels should ensure that:

- the interview is held in a location that is private
- special requirements for applicants with disabilities are accommodated
- the time-frame for the interview is made clear to the applicant
- notes are taken during the interview, to be used in the final evaluation of information obtained during the process.

Prior knowledge and conflict of interest

Prior knowledge is information held by a panellist that is directly relevant to an applicant's ability to meet

for determination. The Executive Director, People and Culture, informs the appellant of their decision in writing and gives reasons for the decision.

If the request cannot be upheld, the selection process will be finalised. If it is upheld, the Assistant Director, Workforce Management – Schools and Preschools, determines the course of action to be taken which may include, but not be constrained to, the current Local Selection Panel being reconvened to undertake further selection processes, the establishment of a new Local Selection Panel or that the position be re- advertised and a new selection process commenced.

Teachers who have complaints that emerge from the selection process are also able to pursue these through existing legislation and industrial agreements.

Appointment conditions

If appointed to a permanent position through an advertised vacancy, the teacher takes on the fraction of time described in the position. This becomes the teacher's new substantive fraction of time. A teacher, who wishes to vary their fraction of time on a temporary or ongoing basis, may seek to do so in line with the [flexible working arrangements procedure \(PDF 268KB\)](#) (staff login required).

