



# Application Guide

## National Teacher Campaign 2024 Tasmania

**Make a  
difference.**

Your work.  
Their future.

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# Teach. Live. Learn: with the Department for Education, Children and Young People

## Our Vision

Our vision is for a Tasmania where every child and young person is known, safe, well and learning. This is outlined in [DECYP Strategic Plan 2024-2030](#).

## Our Purpose

As a values-based organisation, we work collaboratively across disciplines to combine knowledge, experience, and ways of working to benefit children and young people.

**Connection. Courage. Growth. Respect.  
Responsibility.**

[These values](#) are what our Department's culture is built on. Here at the Department for Education, Children and Young People, we live our values and bring them to life through our everyday actions. They help us to ensure every child and young person in Tasmania has a bright life and positive future.

## Our Schools

All schools across the state have their own unique context, community and school environment.

There are 196 public schools providing educational services through launching into learning programs (babies to 4 years old and their families), primary, secondary and senior secondary schools around the state, including special education sites and flexible delivery through blended learning.

## Our Vacancies

We are recruiting for qualified teachers from Tasmania, interstate and overseas.

**Commencement date:** Term 4, 2024 (14 October 2024) or Term 1, 2025. Teachers in schools commence on Monday 3 February and colleges on Tuesday 28 January 2025.

**Salary range:** \$80,416 to \$114,882 per annum (pro rata) + 11% superannuation (plus any allowances and payments payable)

**Hours:** Up to 70 hours per fortnight (instructional load for a full-time teacher is 42 hours per fortnight for Primary school and 40 hours per fortnight for Secondary school).

**Leave:** 11.4 weeks per year

**Probation:** 12 months'

Step 1 – Read and save a copy of this guide

Step 2 – Read and save the statement of duties

Step 3 - Apply!

# 1 Understanding the selection

The selection process begins once applications for the vacancy have closed. A selection panel assesses the applications, undertakes any interviews and makes a recommendation on who is the best candidate for the job.

Each selection process for vacancies within DECYP may vary slightly, using different methods to determine who is most suited to the vacancy. The selection process for this campaign will include the following steps;

## 1.1 Application

Open for application for permanent teaching opportunities between 27 March and 28 April 2024.

Applicants must:

- complete the online application form to provide details on:
  - Personal contact info
  - Qualifications/Registrations
  - Skill Set/Areas of expertise
  - Preferred hours of employment
  - Municipality/location preferences
- submit a response to each of the four selection criteria, with a maximum of up to two A4 pages.

Your response should clearly outline your experience, skills and knowledge aligned to the selection criteria and the role of Teacher as outlined in the statement of duties.

Consider that the panel will look at what you have done and how you have done it. You are encouraged to use examples to support your response.

- upload an up-to-date résumé (up to four pages).

The panel want to know what you have done previously that is relevant to the role. As a minimum your résumé should include:

- The skills you have that will support you to do the role.
  - A history of your relevant work experience (paid and unpaid).
  - Relevant education, qualifications, and/or training history.
  - Keep your résumé succinct with clear headings and dot points so it is easy to read.
- list the contact details of two professionals able to comment on your teaching practice as a referee (usually your last two managers).

Nominated referee(s) must be well qualified to comment on your teaching experience over the last two years and be able to comment on your capacity to fulfil the requirements of the Teacher role. Referees cannot be a family member, relative or friend.

You should advise your referees before submitting your application as the panel will contact referees during or after shortlisting and will assume they are aware. It may also be useful to send them a copy of the Statement of Duties as the selection panel may ask them to report on how they think you meet the selection criteria.

## 1.2 Shortlisting

Shortlisting will be conducted between 29 April and 28 May. Panel members will assess your response to the selection criteria.

All applicants (successful or unsuccessful) will be notified via email of the shortlisting outcome.

If you are shortlisted, you will have the opportunity to book in for an interview either face-to-face or online via Microsoft teams. For those applicants that are joining via Microsoft Teams and have never used this software before please visit the [Microsoft Support](#) page.

## 1.3 Referees

Your nominated referees will be emailed a request to complete an online referee report between 28 May and 18 June.

Your referees will be asked to respond about your skills and knowledge based on the requirements of the position as well as your experience and general work behaviour and performance.

## 1.4 Interview

If you are shortlisted, you will have the opportunity to book in for either an in-person or virtual interview via Microsoft Teams. If you need any assistance such as wheelchair access, let the panel know so that this can be arranged.

Interviews are scheduled to be held on the following dates.

### INTERVIEW SCHEDULE

<b>Southern Tasmania</b>	<b>North-West Tasmania</b>	<b>Northern Tasmania</b>
Department for Education Children and Young People Letitia House, Olinda Grove, Mount Nelson 18,19 and 20 June	Parklands High School 11 Atkins Drive, Burnie 24 and 25 June	Launceston Conference Centre 50 Glen Dhu Street, South Launceston 26, 27 and 28 June

A series of questions relating to the role is generally used to enable the panel to assess each applicant. You will receive your interview questions 15 minutes prior to your interview.

## 1.5 Selection

The selection panel will make a recommendation to the Head of Agency (or delegate) as to who should be appointed to the vacancy. If the recommendation is accepted, then an offer of employment will be made.

All applicants will be advised of the outcome of the selection process.

If your application is unsuccessful, you can request post-selection feedback to discuss your application and how you can improve your prospects in future selection processes.

## 1.6 Placement/Offer

Following the finalisation of the selection process, Regional HR Coordinators within the Learning Services - Staffing team will match successful applicants to vacancies, based on qualification/skill set and nominated location preferences from August.

You will receive a phone call when matched with a vacancy and offered a location. The offer will need to be accepted or declined within two-weeks from the time such is provided.

Principal contact details will be provided for you to arrange a discussion and find out information in relation to the school context.

Staffing encompasses many different facets and matching suitable applicants to vacancies can be a jigsaw – we appreciate your patience.

## 1.7 Confirmation of appointment

Human Resources will provide employment correspondence detailing start date, location, hours of work and salary range.

Salary placement will be in accordance with your qualifications and experience within the range of \$80,416 to \$114,882 per annum (pro rata).

A copy of your qualification(s) and/or official academic transcript and a statement of employment relevant to your teaching service (from current/previous employers) is required by the Department to determine where your salary would commence.

## 2 Application Checklist

End-to-end statewide selection timeframes vary dependent on a number of factors. Providing all required documentation and being sincere with your employment preferences is of great importance. Before you lodge your application, please check that:

- ☐ you have all the information you need to decide to apply, noting that in some cases relocation may be required
- ☐ you have provided honest location preferences on your application form
- ☐ you have made a written statement against each of the selection criteria
- ☐ your resume or CV is included and up to date
- ☐ your contact details are current
- ☐ your referee contact details are current and correct
- ☐ you are aware of the requirements to apply for and obtain Teacher Registration and Registration to Work with Vulnerable issued in Tasmania prior to commencement date

### 3 Frequently Asked Questions

#### Do I meet the essential requirements for the role?

To be eligible to be appointed as a Teacher it is the responsibility of the applicant to ensure you meet the essential requirements prior to the commencement date. Essential requirements are additional elements which you must meet in order to successfully undertake the duties and responsibilities of the position.

You must:

- hold qualifications as established by the Tasmanian Industrial Commission in the [Teaching Service \(Tasmanian Public Sector\) Award 2005](#).
- hold current teacher registration (provisional, full or Specialist VET Registration) granted by the [Teacher Registration Board Tasmania](#) (TRB).
- hold current Tasmanian [Registration to Work with Vulnerable People \(RWVP\)](#) - Class of Registration – Employee/Volunteer.
- be either an Australian citizen, a permanent resident of Australia, a New Zealand citizen with a current New Zealand passport or hold a current visa that allows you to work within Australia (please note our Department does not sponsor visas). Refer to [Immigration and citizenship \(homeaffairs.gov.au\)](#)

#### Am I eligible to apply?

If you are an existing Department non-teaching permanent employee (for example, permanent Teacher Assistant undertaking fixed-term teacher work) you are eligible to apply.

**If you are due to graduate as a teacher in 2024, please apply through the Graduating Teacher Recruitment Campaign currently advertising at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).**

Existing permanent teachers (including those in the Flexible Teaching Pool) need not apply. If you are looking to change location, please contact your current Principal in the first instance and discuss the Teacher Transfer process.

#### How do I submit the application?

Applications must be submitted online by the advertised closing date and time via [Tasmanian Government Jobs - Department for Education, Children and Young People](#).

Find the relevant vacancy on this website and click the blue 'Apply now' button.

You will be prompted to complete an online application form including the names of two referees. Attach your résumé and any other documents requested.

Ensure all your documentation is correct and has uploaded properly before you submit it. Once it has been submitted you are unable to make further changes. You will be sent an email acknowledging your application has been received.

If you cannot submit your application online or wish to amend uploaded documents, please email [Teacher.Recruitment@decyp.tas.gov.au](mailto:Teacher.Recruitment@decyp.tas.gov.au) before the closing date and time.

## How do I address the selection criteria?

Selection criteria are listed within the statement of duties (SoD). The selection criteria describe the key competencies and capabilities required for a job. They provide information on the skills, knowledge, experience, values and personal attributes required for the vacancy. These will be assessed by the selection panel.

Selection criteria usually contain common key words or phrases that can guide you in drafting your response. A good first step is to highlight these. It can be valuable to read and reread the advertisement and SoD, highlight keywords in each selection criteria and relate them to the duties of the position.

Your written application should explain how you meet each of the specific selection criteria, and include examples from your personal work history, courses and/or study experiences.

The most important aspect of addressing selection criteria is to provide evidence through relevant examples. Support your claims with actual, specific examples of what you have done and how well you did it. One way to do this is to use the STAR model:

- ☐ **Situation** – Outline a specific circumstance where you demonstrated the particular skills or qualities required. Set the context of the situation.
- ☐ **Task** – What was your role? What did you have to do?
- ☐ **Action** – What did you do and how did you do it?
- ☐ **Result** – What did you achieve? What were the results of what you did?

## How is the assessment undertaken?

Your initial application will be assessed on a rubric aligned to the selection criteria. The interview will be assessed on a rubric of quality indicators obtained from the [Australian Institute for Teaching and School Leadership \(aitsl.edu.au\)](http://aitsl.edu.au) and also aligned against the selection criteria outlined in the statement of duties.

Panels include those in senior education leadership roles and HR Recruitment and Employment staff as key in the decision-making process.

## How do I register as a Teacher in Tasmania?

For information on registering as a Teacher in Tasmania, mutual recognition provisions or general queries please visit [www.trb.tas.gov.au](http://www.trb.tas.gov.au). You must have a current Teacher registration at all times.

## What is a Registration to Work with Vulnerable People (RWVP) Registration?

The Registration to Work with Vulnerable People Act 2013 requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the Registration to Work with Vulnerable People Regulations 2014. This registration must remain current and valid at all times.

The approval for a Registration to Work with Vulnerable People can take up to six weeks. As this registration is required before your provisional Teacher registration can be approved, it is important to apply as soon as possible.

Visit [Registration to work with vulnerable people \(cbos.tas.gov.au\)](https://cbos.tas.gov.au) to commence your application.

## How do I consider my placement preference?

The application form will ask for nominated preference(s) of municipalities within Tasmania where you are willing to work. Your preference is a large factor in the determination of the employment offer. Please note, it may not always be possible to offer within your preferences.

It is important your preferences are a true reflection of where you are willing to take up employment.

Refer to the [Tasmanian Municipality Map](#) for information on schools and municipalities to relate to the online application form.

Specific school information is available below on the [DECYP Municipality and School Information](#) map.



## If I am suitable, what if I don't accept an offer made to me, that fits within the preferences I selected in application?

If you decline an offer made to you, that offer may then be provided to another applicant.

Suitable applicants may only receive one offer.

## If I am not successful, what other opportunities are there for me?

Department for Education, Children and Young People Tasmanian teaching jobs are advertised weekly via [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au). We encourage you to set up job alerts so that you do not miss any exciting avenues into employment.

There is also an Employment Register you can nominate your interest in fixed term and relief teaching positions at [Tasmanian Government Jobs \(pageuppeople.com\)](http://Tasmanian Government Jobs (pageuppeople.com)). To be considered 'job ready' and register for fixed-term and relief you must hold a current Teachers Registration issued in Tasmania, and a current Tasmanian Registration to Work with Vulnerable People.

## Where are the Special Education Sites?

Support schools build inclusive school communities focused on ensuring all students with disability are supported to learn, contribute and participate in all aspects of school life.

The teaching staff work collaboratively with families, therapists and other key stakeholders, including mainstream teachers for dual enrolled students, to develop a personalised Individual Education Plan (IEP) for all children.

The IEP which combine multi-disciplinary approaches with the aim of students achieving their personal best through authentic and relevant learning experiences aimed at developing and enhancing academic skills, social competencies, and daily living and recreational skills.

To apply for employment within these schools you will need to select 'students with disabilities / special needs' within the online application form.

A support school/tier four allowance, being 1.35% of the employee's base salary is payable to employees for the duration of their engagement within the Support School.

For more information please visit one or all of the below three support schools websites:

[North-West Support School](#)

[Northern Support School](#)

[Southern Support School](#)

## What is a Support Teacher role?

Not to be confused with a teacher in a support school (above), there are also opportunities to be a Support Teacher. Support Teachers focus on the provision of quality programs for students with disability.

Schools are provided a support teaching staffing allocation that enables them to build capacity of school staff to maximise the educational opportunities, engagement and learning outcomes for students with a disability requiring educational adjustments.

Please read the [Support Teacher Frequently Asked Questions](#) if you are considering this role.

## 4 Employee Value Proposition

### What is the salary range for a Teacher?

The salary is based on your qualification and years' of experience in Teaching roles, alongside the type of Teacher registration issued by Teachers Registration Board (TRB) in Tasmania you hold. You increment through the levels annually (leave without pay or break of service over 3 months do not count towards continuous service).

The main classifications for qualified Teachers are either 4 or 5 year trained. You will notice that you cannot progress past some levels without obtaining full Teacher registration. New employees with full TRB registration and sufficient (10 years) prior teaching service are able to be placed straight on Band 1 Level 13 of either 4 or 5 year trained.

A copy of your qualification(s) and/or official academic transcript (showing date conferred which is the date you officially graduated from your degree program) and a statement of employment relevant to your teaching service (from current/previous employers) is required by the Department to determine where your salary would commence. We encourage you to obtain a statement of employment as soon as possible to enable confirmation to occur at the earliest convenience. Statements should be on official letterhead and detail your name, role and durations of employment, employment basis (full-time/part-time hours) and any leave without pay taken.

Description	Class Code	Level	Per Annum	Per Hour
Teacher (4 Year Trained) Band 1 Level 5	tr07	02	80,416	44.184611
Teacher (4 Year Trained) Band 1 Level 6	tr07	03	84,505	46.431315
Teacher (4 Year Trained) Band 1 Level 7	tr07	04	88,800	48.791204
Teacher (4 Year Trained) Band 1 Level 8	tr07	05	93,326	51.278017
Teacher (4 Year Trained) Band 1 Level 9	tr07	06	98,077	53.888457
Teacher (4 Year Trained) Band 1 Level 10	tr07	07	103,014	56.601094
Teacher (4 Year Trained) Band 1 Level 11	tr07	08	107,746	59.201094
Teacher (4 Year Trained) Band 1 Level 12	tr07	09	113,101	62.143401
To progress to Band 1 Level 13 full TRB registration required and 12 months at Band 1 Level 12				
Teacher (4 Year Trained) Band 1 Level 13	tr07	10	114,882	63.121972
Teacher (5 Year Trained) Band 1 Level 5	tr08	01	80,416	44.184611
Teacher (5 Year Trained) Band 1 Level 7	tr08	02	88,800	48.791204
Teacher (5 Year Trained) Band 1 Level 8	tr08	03	93,326	51.278017
Teacher (5 Year Trained) Band 1 Level 10	tr08	04	103,014	56.601094
Teacher (5 Year Trained) Band 1 Level 11	tr08	05	107,746	59.201094
Teacher (5 Year Trained) Band 1 Level 12	tr08	06	113,101	62.143401
Description	Class Code	Level	Per Annum	Per Hour
To progress to Band 1 Level 13 full TRB registration required and 12 months at Band 1 Level 12				
Teacher (5 Year Trained) Band 1 Level 13	tr08	07	114,882	63.121972

## Are there any incentives to take up placement in a regional location?

If you are looking for a sea change, clean air and beautiful countryside, look no further than our regional communities.

Living and working in a regional community is an incredible opportunity. It will bring a variety of career and development pathways, a close-knit team environment, enriching teaching and learning experiences, and its share of challenges along the way.

Teaching within regional areas can provide career progression and professional development through opportunities that are not always available at a metropolitan school(s).

*For further information please see the supporting links for more information on incentives and allowances.*

## Is there school owned accommodation I can move to?

The Department owns some [residential accommodation](#) which may be able to be provided to staff relocating to rural or remote areas of the state and these are managed by the local schools. The schools allocate the properties on a year-by-year basis (they are usually all fully allocated).

The current policy is that staff are only allocated a property for a maximum of one year at a time. The school has responsibility to assess their needs in Term 4 each year, for the following year and allocate accordingly.

## What employment conditions are on offer?

The Department provide flexible work arrangements to support lifestyle needs and an inclusive, [values-based workplace](#).

Teachers shape bright lives and positive futures. It's rewarding to support students to reach their goals. It's those proud moments, every day, that make a difference.

We provide a supportive environment where teachers can:

- build on their quality teaching practice
- pave a career path and reach their full potential
- empower students to reach theirs

We are committed to reflecting the broader diversity of the Tasmanian community. As part of our inclusive practice, we are flexible to the needs of our staff, students and applicants.

As a Teacher within DECYP you will have access to:

- flexible working arrangements
- substantial leave entitlements
- a supportive workplace with induction mentoring
- professional development opportunities
- various incentives and allowances

## Diversity, equity and inclusion

We encourage applicants that are diverse in gender, languages, ethnicity, cultural background, age, sexual orientation, and religious beliefs to apply. As an applicant you will be diverse in skills and qualifications, where you live and work, your life and work experiences, personality, abilities, family and caring responsibilities, and your experience of disability. The Department provide flexible and inclusive workplace that celebrate diversity, equity and inclusive practices.

## What professional development and career progression is available?

The Department is committed to professional development, providing many learning opportunities delivered through the [Professional Learning Institute](#) (PLI).

The PLI delivers high quality professional learning that is fundamental to the development of a highly effective and continually improving our Workforce.

The PLI is focused on professional learning that is matched to individual career stage and context, supporting clear career pathways for Tasmanian teachers and leaders. There is an induction opportunity available for early career teachers which allows opportunity to connect with fellow professionals.

Successful applicants would have the opportunity to participate in a range of programs offered whilst benefiting from the experience and support of quality teacher colleagues within the workplace.

## What workplace adjustments can be provided by the Department?

The Department seeks to give all applicants the best opportunity to demonstrate capacity to undertake the duties of the vacancy and will readily consider making reasonable adjustments in the workplace. Please contact us via the below details to discuss any specific requirements you may need within the selection process or to discuss any adjustments we can make to improve the accessibility of our application process.

[Website accessibility - Department for Education, Children and Young People \(decyp.tas.gov.au\)](http://decyp.tas.gov.au)

## 5 Supporting Links

### DECYP RESOURCES

[DECYP Strategic Plan](#)

[Salary Scales](#)

[Teaching careers - Department for Education, Children and Young People](#)

### APPLICATION RESOURCES

[Statement of Duties](#)

[Tasmanian Municipality Map](#)

[DECYP Municipality and School Information](#)

[DECYP Residential Accommodation](#)

[Teacher Incentives and Allowances](#)

[Support Teacher Frequently Asked Questions](#)

### AWARDS AND AGREEMENTS

[State Service Act 2000](#)

[Teaching Service \(Tasmanian Public Sector\) Award](#)

[Teachers Agreement 2023](#)

[Teacher Transfer/Assignment of Permanent Duties Industrial Agreement 2013](#)

### EXTERNAL RESOURCES

[Teachers Registration Board](#)

[Registration to Work with Vulnerable People](#)

[Australian Institute for Teaching and School Leadership \(AITSL\)](#)

[The Official Tourism Tasmania Website | Discover Tasmania](#)

[Be That Teacher](#)

[Travel and Relocation Assistance \(Ministerial Direction No. 21\)](#)

Please visit us at [www.decyp.tas.gov.au](http://www.decyp.tas.gov.au) or follow the Department for Education, Children and Young People to see the exciting work that is underway within the Department:

[Department for Education, Children and Young People | Hobart TAS | Facebook](#)

[Department for Education, Children and Young People | LinkedIn](#)

[Department for Education, Children and Young People \(@tasgov.decyp\) • Instagram photos and videos](#)

Please contact 03 6165 6287 or phone [Teacher.Recruitment@decyp.tas.gov.au](mailto:Teacher.Recruitment@decyp.tas.gov.au)