

# 2021 Teaching Vacancies

## FREQUENTLY ASKED QUESTIONS

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# Frequently Asked Questions

## 1. What are the Department of Education Values?

We are guided by our values of respect, courage, aspiration and growth in putting our learner's first. We are always seeking like-minded people to join us in painting a bright future for Tasmanians. Together we inspire and support all learners to succeed as connected, resilient, creative and curious thinkers.



## 2. What is it like working as a teacher in the Tasmanian Department of Education?

All schools across the state have their own unique context, community and school environment. Whether you are working in a Primary School on the West Coast of Tasmania, or a High School in the Launceston city centre, there is an enriching teaching experience available, where the main focus is on the students.

We provide educational services through our 12 Child and Family Centres, Launching into Learning programs (babies to 4 years old and their families), primary, combined, secondary and senior secondary schools around the state, including education delivered flexibly through blended learning.

Our Department is committed to Diversity and Inclusion, and aims to reflect the broader diversity of the Tasmanian community. As part of our inclusive practice, we will be flexible to the needs of our staff, students and job applicants.

Our commitment clearly demonstrates our shared goal, for each and every member of our Department to put our learners first: Together we inspire and support all learners to succeed as connected, resilient, creative and curious thinkers.

We have a set of organisational values which represent what is at the heart of the Department, reflect what we stand for and underpin all aspects of our work.

### Our Values:

Aspiration – a culture of high expectations and high achievement

Respect – respecting ourselves, others, our past and our environment

Courage – accepting challenges and embracing opportunities

Growth – improving by always learning and finding better ways to do things.

## 3. Am I eligible to apply?

To be eligible to be appointed as a Teacher you must:

- o Hold qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award 2005.

**Note:** If you are a pre-service Teacher in your last year of study, you may still apply as long as you hold a relevant qualification prior to starting employment.

- o Have current teacher registration granted by the [Teacher Registration Board Tasmania](#) (TRB).

**Note:** You may still apply as long as you are eligible and able to obtain teacher registration prior to starting employment.

- o Current Tasmanian [Registration to Work with Vulnerable People \(RWVP\)](#) - Class of Registration – Employee/Volunteer. Applications can be made via [Apply for Registration to Work with Vulnerable People](#)  
**Note:** You may still apply, as long as you are able to obtain Tasmanian RWVP status prior to starting employment.
- o 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 - the Department does not sponsor visas).

#### 4. What does targeted regional and high priority schools mean?

You are asked when completing the Application for Employment Form to nominate regions of your employment interest. Specific schools will be advised to all candidates following the application process based on organisational needs for 2021 and your nominated regions.

This is your opportunity to meet our Principals and Recruitment team and demonstrate your teaching talent. We encourage you to apply now to explore employment in a Tasmanian Government school.

This selection process may be used to fill subsequent permanent or fixed term vacancies across Tasmania, on a part time or full time basis.

#### 5. How do I find out about Teacher Registration in Tasmania

Please visit [www.trb.tas.gov.au](http://www.trb.tas.gov.au) for further information on registering as a Teacher in Tasmania.

TRB Frequently asked Questions are available at [Frequently Asked Questions - TRB](#)

If you are a Teacher interstate please see applying for Teacher Registration under Mutual Recognition Provisions available at [Applying for teacher registration under Mutual Recognition Provisions](#)

#### 6. I am due to Graduate at the end of 2020. Am I eligible to apply?

Yes. As long as you hold a relevant qualification prior to starting employment, you are encouraged to apply.

#### 7. I have a current working Visa. Can I apply?

Persons who are not Australian citizens or permanent residents may hold a permanent appointment in the Tasmanian State Service provided that they, at all times, hold and comply with all visa requirements as determined by the Commonwealth Department of Immigration and Citizenship and the Migration Act 1958.

Please upload a copy of your current Working Visa when submitting your online application.

#### 8. If I am successful, where and when would I start?

You would commence from the beginning of Term 1, 2021. Colleges commence from 25 January 2021. Primary and Secondary schools commence from 1 February 2021.

For those interstate applicants who are successful in obtaining employment and at the time are required to quarantine for 14 days, the Department as part of relocation costs may be able to pay for hotel expenses incurred for the duration spent in quarantine.

## 9. How many vacancies are there?

Vacancies in schools and specialisations are yet to be confirmed and will be determined as part of the Department's annual staffing process occurring in Term 3 and Term 4 ready for the commencement of the 2021 school year.

Specific schools within the regions nominated will be provided to candidates during the application and assessment process.

Subject to operational needs, additional vacancies may become available which you may be subsequently offered.

The Department has invited applications for Teachers in all areas of expertise, and will be considering skill shortages as part of this process.

## 10. What is the salary range?

Teachers at all career stages, levels of experience and subject expertise are invited to apply.

Salary placement will be in accordance with qualifications and experience within the range specified in the advertisement.

A statement of service is required by the Department to determine where your salary would commence.

## 11. Are the teaching roles full-time, or can I work part-time?

The Department offers flexible working arrangements, and the possibility of part-time hours may be discussed throughout the selection process. Please indicate the hours you are able to work per fortnight on the Application for Teacher Employment Form.

## 12. I am currently a fixed term or relief employee within the Department of Education. Am I eligible to apply?

Any individual who is interested in a permanent teaching role with the Department is encouraged to apply.

## 13. What professional development and career progression is available?

The Department is committed to professional development, delivered through the [Professional Learning Institute](#) (PLI). Their role is to broker, develop and deliver 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.

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

## 14. What employment conditions are on offer?

The Department provide flexible work arrangements to support lifestyle needs and an inclusive, values-based workplace.

Teachers have access to substantial leave entitlements, and a supportive workplace with induction and mentoring, and professional development opportunities.



Depending on the location of your school and your teaching experience, employment conditions may include:

- Beginning Teacher Time Release (release time for professional learning for first year teachers);
- Isolated school incentive;
- District Allowance;
- Staff accommodation;
- “Computers for Teachers” (CFT) Device

Relocation expenses may be considered. Applications for reimbursement of relocations expenses would be assessed upon submission by successful applicants in line with the Department’s Relocation Procedure and Tasmanian State Service Regulations.

For further information relating to incentives, particularly for working in regional areas, please see the Teacher Incentives Infosheet attached to the advertisement.

## 15. How do I apply?

Apply online via the advertisement at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)

To apply online you must be a registered user of our online recruitment system.

There is a Quick Reference Guide on how to register and submit your application attached to the job advertisement.

As part of your submission please include the following:

- o a completed Application for Teacher Employment Form)
- o a current resume
- o two professional references – we encourage you speak with your nominated referees and advise they may be contacted to provide information to support your application

Electronic online submissions are preferred and must in Microsoft word or PDF format, each with a size no greater than 10MB. Upon submission of your application you will receive an immediate acknowledgement by email referencing the vacancy of ‘Teacher – Multiple’.

## 16. What do I include in my short question responses?

Within the Application for Teacher Employment Form, you are asked to respond to two questions. Each response should be a maximum of 300 words only.

When preparing your responses think about your skills, knowledge and experience in relation to the Statement of Duties attached to the advertisement on [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)

## 17. Can I submit a late application?

Applications close at 11.30pm AEST, on 16 August 2020. It is the responsibility of the applicant to ensure that their application is submitted by the closing date.

Late applications may be accepted at the discretion of the Assistant Director, Workforce and Personnell Services. Any requests for extension of submission should be directed to the Recruitment Team on (03) 6165 6248 or email [Teacher.Recruitment@education.tas.gov.au](mailto:Teacher.Recruitment@education.tas.gov.au), prior to 16 August 2020.

## 18. What will be involved in the Application Process?

All selections are based on merit. That is the relative capacity of the person to do the job.

Applicants will be assessed against the selection criteria outlined in the Statement of Duties attached to the job advertisement as well as the [Australian Professional Standards for Teachers](#) as they relate to the selection criteria as quality indicators for assessment.

A commitment to the Department's Values of aspiration, growth, courage and respect and the strategic priority of putting learner's first will also form part of the assessment.

### 18.1 STAGE 1 – WRITTEN APPLICATION

After the closing date, applications will be reviewed by a selection panel, who will shortlist for further assessment based on merit. Selection panels will be coordinated centrally with members consisting of representatives that are best placed to recommend the highest quality candidates. This will include Principals as key in the decision making process.

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

### 18.2 STAGE 2 – VIDEO ASSESSMENT

If shortlisted through the written application you will be emailed a link to participate in an online video interview arranged by the Department.

A HR representative will conduct the video interview.

This video response will form part of the interview stage of the assessment process.

### 18.3 STAGE 3 – ASSESSMENT CENTRES

Half day Assessment Centres will be arranged state-wide during September. For those interstate applicants, online assessment can be arranged.

The Assessment Centres will include three activities:

- Group exercise
- Presentation
- Short Interview

All activities will be assessed by a Principal and a HR representative. The outcome of this process will be notified to all applicants by email. 2021 assignments will be confirmed by Human Resources with consultation occurring as appropriate.

## 19. What health and hygiene practices will be in place?

The Department has introduced proactive measures to limit the impact of COVID-19. In addition to increased cleaning, there will be a requirement for attendees to complete a Visitor Health Screening Form. If you are unwell with COVID-19 symptoms, flu symptoms or any other symptoms of infectious diseases, you will not be able to attend in person.

Please advise the recruitment team as early as possible prior to the scheduled day if you are unable to attend to identify alternative options (if available).

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

This selection process may be used to fill subsequent permanent or fixed term vacancies for a period of up to twelve months on a part time or full time basis.

In addition to the above, any specific Tasmanian teaching jobs are advertised via [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) and you are able to set up job alerts for when a position you are interested in is posted. We encourage you to set up a job alerts so that you do not miss any exciting avenues into employment with the Department of Education.

Further to this, there is an Employment Register you can nominate your interest in fixed term and relief teaching positions here: [https://www.jobs.tas.gov.au/employment\\_registers/fixed-term\\_and\\_relief\\_teacher\\_register\\_e-pool](https://www.jobs.tas.gov.au/employment_registers/fixed-term_and_relief_teacher_register_e-pool). This is the mechanism used by schools to search for suitable applicants for fixed-term and relief roles. The purpose of the register, is to engage 'job ready' people, therefore, to be registered for fixed-term and relief, you must hold a current Teachers Registration issued by Tasmania, and a current Registration to Work with Vulnerable People.

If you have a facebook account, we suggest you follow us on Facebook under 'Department of Education, Tasmania' and also 'Teach Tasmania'. These pages include posts, including articles and videos that may be of interest to you on Tasmanian Education.

## **21. I have a disability. What workplace adjustments can I expect?**

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 call Recruitment and Employment on (03) 6165 6248 or email [Teacher.Recruitment@education.tas.gov.au](mailto:Teacher.Recruitment@education.tas.gov.au) 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.

## **22. What is a high priority school or high priority specialisation?**

High priority schools are identified as having a critical need for a quality teacher with the relevant knowledge, skills and experience to undertake the required duties.

High priority schools can, for example, be located within low socio-economic communities or classed as special education facilities. Teaching within these schools provides rewarding opportunities and will have a powerful impact on each and every student.

High priority specialisations are those subjects that are hard to fill within certain schools.

## **23. Does a probation period apply?**

All newly appointed permanent employees to the State Service are subject to a period of probation. There is a 12 month probation period applicable under the Teaching Service (Tasmanian Public Sector) Award.

## **24. Who do I contact for further information?**

Please contact Recruitment and Employment on (03) 6165 6248 or via email [Teacher.Recruitment@education.tas.gov.au](mailto:Teacher.Recruitment@education.tas.gov.au).

For further information on the exciting work of the Department please visit [www.education.tas.gov.au](http://www.education.tas.gov.au)

If you are experiencing technical difficulties in submitting your application please contact Recruitment and Employment using the same details above.