



# Application Guide

**Make a  
difference.**

Your work.  
Their future.

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

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 18 June and 20 July 2025.

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 five 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.
- Please indicate two referees, ensuring their contact details, especially email addresses are correct. If shortlisted for interview from your written response, your referees will be contacted at that point. We encourage you to let them know they will be contacted by email.

Ideally both referees will need to be your current Principal/Manager (who can comment on your current teaching practice) or practical placement supervisor (if you are currently due to graduate this year). The nominated referee must be well qualified to comment on your teaching experience and capacity to fulfil the requirements of the role of Teacher.

Referees should not be a family member, relative or close friend.

## 1.2 Shortlisting

Panel members will assess your response to the selection criteria. All applicants (successful or unsuccessful) will be notified via email of the shortlisting outcome by 6 August.

## 1.3 Referees

Your nominated referees will be emailed a request to complete an online referee report between 8 August and 13 August.

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 an in-person or online interview via Microsoft Teams. If you need any assistance such as wheelchair access, let the team know so that this can be arranged.

### INTERVIEW SCHEDULE

<b>Southern</b>	<b>North-West</b>	<b>Northern</b>
<b>Professional Learning Institute</b> 9 Timsbury Road, Glenorchy 3, 4 & 5 September	<b>Parklands High School</b> 11 Atkins Drive, Burnie 8, 9 & 10 September	<b>Launceston Conference Centre</b> 50 Glen Dhu Street, Launceston 16, 17 & 18 September

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 of employment

Following the completion of interviews and the finalisation of the selection process, Regional HR Coordinators in conjunction with the schools will match successful applicants to vacancies, based on qualification/skill set and nominated location preferences.

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

Your appointment is dependant on you obtaining your qualification, Registration to Work with Vulnerable People and your Teacher Registration issued in Tasmania.

You will receive 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 \$82,828 to \$118,328 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 Getting Started – What do I need to know?

### Essential Requirements

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](#).
  - Visit [www.tic.tas.gov.au](http://www.tic.tas.gov.au)
- hold and maintain current teacher registration (provisional, full or Specialist VET Registration) granted by the [Teacher Registration Board Tasmania \(TRB\)](#).
  - Visit [www.trb.tas.gov.au](http://www.trb.tas.gov.au)
- hold current Tasmanian [Registration to Work with Vulnerable People \(RWVP\)](#) - Class of Registration – Employment/Volunteer.
  - Visit [Registration to work with vulnerable people \(cbos.tas.gov.au\)](http://cbos.tas.gov.au)
- 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.
  - Refer to [Immigration and citizenship \(homeaffairs.gov.au\)](http://homeaffairs.gov.au)

### Existing Department employee – can I 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.

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 and click the 'Apply now' button.

You will be prompted to complete an online application form including two referees, attach your CV/résumé with opportunity to provide supporting documents.

Ensure all your documentation is correct and has uploaded properly. Once your application has been submitted you are unable to make further changes to most of your information.

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. You will be sent an email acknowledging your application has been received.

## 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.*

Ensure you have researched the regions and municipalities on the [DECYP School Map](#) to inform your choice of preferences. It is encouraged to download the [Teacher Incentives and Allowances](#) document for information on additional payments that will supplement your annual salary and perhaps inform your choices as some regional or high priority locations attract additional allowances.

## I am interested in working with students with disability. Where are the Special Education sites?

The Departments 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 personalized Individual Education Plan (IEP) for all children. The IEP combines 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. For more information:

[North-West Support School](#)

[Northern Support School](#)

[Southern Support School](#)

If you have a preference for employment within these schools you will need to select 'students with disabilities / special needs' within the application form.

## Support Teacher positions – are there any?

In addition to the above, there are also opportunities to be a Support Teacher. 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 requiring educational adjustments.

Support Teachers focus on the provision of quality programs for students with disability. If you are interested in working as a Support Teacher please read the [Support Teacher Task Statement](#) before choosing this option within the application form.

## 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.
- ☐ **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 \(aitsl.edu.au\)](https://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 People and Culture staff as key in the decision-making process.

## What if I decline an offer that fits within the preferences I selected in my application?

The 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?

Our vacancies are advertised weekly at [www.jobs.tas.gov.au](https://www.jobs.tas.gov.au). We encourage you to [subscribe](#) to job alerts so that you do not miss any exciting opportunities.

There is also a [employment register](#) you can nominate your interest in fixed term and relief teaching positions. To be considered 'job ready' you must hold a current Teachers Registration issued in Tasmania, and a current Tasmanian Registration to Work with Vulnerable People.

## 4 What's in it for me?

Teachers shape bright lives and positive futures. It's rewarding to support students to reach their goals. 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

As a Teacher within DECYP you will be part of a [values-based](#) workplace and have access to:

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

The Department is committed to flexible and inclusive workplace that celebrate diversity, equity and inclusive practices.

At DECYP, we believe that diversity drives innovation, equity fosters fairness, and inclusion builds stronger teams. We are committed to creating a workplace where every individual feels valued, respected, and empowered to bring their authentic selves to work.

We celebrate the unique backgrounds, perspectives, and experiences of our employees, and our children. Our DEI efforts are embedded in our hiring practices, professional development programs, community engagement, and company culture. We actively work to identify and remove barriers to equity and strive to ensure that all voices are heard and represented.

Through continuous learning, open dialogue, and accountability, we aim to cultivate an environment where everyone can thrive. We know that our differences make us stronger, and we are dedicated to building a future that reflects the diverse environment we serve.

## Salary

The [salary](#) is based on your qualification and years of experience in Teaching roles, alongside the type of Teacher registration held, and you increment through the levels annually.

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.

For those who have continuous teacher employment with a break no longer than three months and are employed by the Commonwealth or another State or Territory, we are able to recognise previous service. If no breaks of service have been taken your long service leave date is maintained and any unused long service leave balance can transfer to DECYP.

Description	Class Code	Level	Per Annum	Per Hour
Teacher (4 Year Trained) Band 1 Level 5	tr07	02	82,828	45.335525
Teacher (4 Year Trained) Band 1 Level 6	tr07	03	87,040	47.640944
Teacher (4 Year Trained) Band 1 Level 7	tr07	04	91,464	50.062400
Teacher (4 Year Trained) Band 1 Level 8	tr07	05	96,126	52.614124
Teacher (4 Year Trained) Band 1 Level 9	tr07	06	101,019	55.292285
Teacher (4 Year Trained) Band 1 Level 10	tr07	07	106,104	58.075536
Teacher (4 Year Trained) Band 1 Level 11	tr07	08	110,978	60.743298
Teacher (4 Year Trained) Band 1 Level 12	tr07	09	116,494	63.762455
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	118,328	64.766286

Description	Class Code	Level	Per Annum	Per Hour
Teacher (5 Year Trained) Band 1 Level 5	tr08	01	82,828	45.335525
Teacher (5 Year Trained) Band 1 Level 7	tr08	02	91,464	50.062400
Teacher (5 Year Trained) Band 1 Level 8	tr08	03	96,126	52.614124
Teacher (5 Year Trained) Band 1 Level 10	tr08	04	106,104	58.075536
Teacher (5 Year Trained) Band 1 Level 11	tr08	05	110,978	60.743298
Teacher (5 Year Trained) Band 1 Level 12	tr08	06	116,494	63.762455
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	118,328	64.766286

## Incentives and Allowances

The Department for Education, Children and Young People Tasmania is committed to supporting all teachers and provides a range of additional incentives and benefits on top of annual salary, including additional payments to teaching employees in the Departments eight isolated schools.

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.

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

## Departmental Residential Accommodation

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.

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.

## Professional development and career progression

The Department values the importance of professional development, providing many learning opportunities delivered through the [Professional Learning Institute](#) (PLI) that is matched to individual career stage and context, supporting clear career pathways for Tasmanian teachers and leaders.

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

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.

## Workplace adjustments

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 \(decyp.tas.gov.au\)](#)

## 5 Supporting Links

[DECYP Strategic Plan](#)

[Salary Scales](#)

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

[Statement of Duties](#)

[DECYP School Map](#)

[DECYP Residential Accommodation](#)

[Teacher Incentives and Allowances](#)

[Support Teacher Task Statement](#)

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

### AWARDS AND AGREEMENTS

[State Service Act 2000](#)

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

[Teachers Agreement 2023](#)

[Variation of the Teachers Agreement 2023](#)

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

### EXTERNAL SITES

[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](#)

Visit us at [www.decyp.tas.gov.au](http://www.decyp.tas.gov.au) and follow us on [Facebook](#), [LinkedIn](#) and [Instagram](#) to see the exciting work that is underway within the Department.

For queries phone (03) 6165 6278 or email [Teacher.Recruitment@decyp.tas.gov.au](mailto:Teacher.Recruitment@decyp.tas.gov.au)