## NEW STAFFING PROCEDURES

### THE STEPS

#### Principal and Executive Positions

**Priority Transfers**
- Nominated, compassionate, incentive
- School Education Director for Principal positions, and Principal with School Education Director endorsement for executive positions, verifies performance, based on the PARS/TARS reports unless performance problems have been raised since that time

**Resumption of Duty**
- Professional development support if there are currency of knowledge/skills problems identified after a principal or executive staff member has been appointed

#### Classroom Teachers

**Priority Transfers**
- Nominated, compassionate, incentive
- Principal, with School Education Director endorsement, verifies performance, based on the TARS report unless performance problems have been raised since that time

**Resumption of Duty and Targeted Recruitment Programs**
- Professional development support if there are currency of knowledge/skills problems identified after a teacher has been appointed

### KEY ASPECTS

**Maintains:**
- Priority Transfers (incentive, nominated and compassionate), priority for teachers resuming duty after leave as well as priority for classroom teacher targeted recruitment programs
- Existing incentives for 8, 6 and 4 point incentive schools including incentive transfers, rental subsidies, personal leave, additional training and development days and locality allowances
- The department’s obligation to ensure qualified teachers are appointed to schools
- The centralised staffing system and the centralised staffing unit at Blacktown
- The department’s commitment to Aboriginal employment
- Opportunities for classroom teachers to place their name on the Service Transfer List and use the staffing codes to indicate their subject/teaching areas, special aptitudes and areas of expertise
- Transfer points which will be used, along with the staffing codes where a position is being filled by the top match from the Service Transfer List
- Teachers’ tenure and award conditions and entitlements

**Improves:**
- Opportunities for teachers to apply for promotion
- Opportunities for existing permanent full time and part time teachers, casual and temporary teachers and new graduates to apply for advertised positions
- The capacity for schools to appoint teachers who best meet the particular needs of the school

### Suite of Options for schools to choose from:

- Open Advertisement *
- Graduate Recruitment
  - Top Match
  - Pool
- Service Transfer
  - Top Match
  - Pool *
- Employment List
  - Top Match
  - Pool *

* The service transfer applicant who matches the position and has the highest transfer points is guaranteed an interview if they submit an application.