



ACT
Government

Education and Training

Procedures for filling classroom teacher vacancies

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1. Filling classroom teacher vacancies

The document outlines the procedures agreed between the Directorate and the AEU by which classroom teacher positions will be filled under the provisions of Section S of the *ACTPS Education and Training Directorate (Teaching Staff) Enterprise Agreement 2014-2018* (enterprise agreement).

There are five methods by which positions will be filled:

- a) system placement determined beyond the school (for employees to whom the system has an employment obligation, e.g. return from leave or posting, nominated reduction); or
- b) early offer of future employment to a practicum teacher; or
- c) transfer of existing permanent teaching staff within the system; or
- d) advertisement of vacant positions available to existing and new employees; or
- e) offers of employment to teachers in the Recruitment Pool.

The Director-General may elect to identify any classroom teacher vacancy for system placement as required, in accordance with the provisions detailed in Section 2 *System placement of classroom teachers*. In this circumstance, the school will be consulted but the final determination of placement rests with the Director-General or nominee.

An offer of future employment to a practicum teacher may be made in accordance with the provisions detailed in Section 4 *Making an offer of future permanent employment to a practicum teacher*.

Transfer opportunities for existing permanent classroom teachers will be offered in accordance with the provisions detailed in Section 5 *Filling classroom teacher vacancies through a school-based transfer process*.

Procedures for positions that are filled through advertisement or offers of employment to teachers in the Recruitment Pool are detailed in Section 6 *Filling classroom teacher vacancies through a school-based open selection process*.

A review may be requested in relation to concerns about selection procedure process only. No review is available in respect of the outcome of a selection procedure. Review provisions are detailed in Section 7 *Review procedure*.

Definitions of terms used in these procedures are provided in Section 8 *Definitions*.

Section 9 shows the *Staffing cycle timetable* for the various procedures for filling permanent classroom teacher vacancies.

2. System placement of classroom teachers

It is important to balance the need for the Directorate to ensure all classroom teachers are appropriately placed with the *Empowering ACT schools* expectation that schools will select, manage and develop their staff.

The Director-General may elect to identify any classroom teacher vacancy for system placement as required. In this circumstance the school will be consulted but the final determination of placement rests with the Director-General or nominee.

This will normally occur as part of the term 3 transfer process and, if required, at the commencement of a school year. System placements at other times during the year will be managed on a case by case basis.

When a system placement is required:

- a) **Human Resources People and Performance** will confirm the need to place a current classroom teacher and compile a list of suitable available vacancies for each teacher.
- b) Director **Human Resources People and Performance** will advise the Director-General or delegate of the need and provide the list of teachers and potential vacancies.
- c) Director-General or delegate will provide the list of teachers and potential vacancies to the school network leaders.
- d) School network leaders will confirm position details and any other relevant information with the principal.
- e) The Director-General or delegate will chair a panel comprising the Director **Human Resources People and Performance** and the school network leaders to determine placements.

Human Resources People and Performance will advise teachers of placement outcomes. School network leaders will advise principals of the outcomes.

Commencement of the placement will normally be at the commencement of a school term unless otherwise agreed by Director **Human Resources People and Performance** and the principal.

3. Classroom teacher recruitment pool

The classroom teacher recruitment pool is a list of approved classroom teachers who can be employed to fill classroom teacher vacancies. An approved classroom teacher is a teacher who is registered with the ACT Teacher Quality Institute and meets the requirements for employment in the ACT public education system as determined by the Directorate.

Approved teachers will be rated for recruitment as follows:

- R1** outstanding pre-service teachers who have been made an early offer of permanent employment and are awaiting placement (see [section 4](#)); available for offers of employment in known permanent vacancies following completion of teaching qualification;
- R2** external applicants in a school-based selection process who are ranked for the position and rated outstanding (see section 6); available for offers of permanency and temporary employment (both long term and short term contract);
- R3** external applicants in a school-based selection process who are shortlisted and ranked for the position but not rated outstanding (see section 6); available for offers of temporary employment (both long term and short term contract);
- R4** external applicants in a school-based selection process who have been shortlisted but not ranked for the position (see section 6); available for offers of temporary employment (short term contract only);
- R5** teachers currently approved for casual work.

The recruitment rating determines the type of vacancy that may be offered to an approved teacher.

Recruitment ratings R3, R4 and R5 may be adjusted by one category through the following processes:

- R3 to R2** An individual applies for a vacancy in a school-based selection process, is ranked for the position and rated outstanding.
- R4 to R3** On successful completion of at least one short term contract in a school, an approved teacher on a short term contract may be offered by the principal the opportunity to be assessed for eligibility to undertake long term contract work by achieving a recruitment rating of R3.
- R5 to R4** Upon completion of a minimum of ten days casual employment at a school, an approved casual teacher may be offered by the principal the opportunity to be assessed for eligibility to undertake short term contract work by achieving a recruitment rating of R4.

4. Making an offer of future permanent employment to a preservice teacher

If it is in the system's interest to ensure the recruitment of a preservice teacher, who is rated as Outstanding and will be qualified to teach in an area of high recruitment need, **Human Resources People and Performance** may decide to include an initial placement at a school with the offer of future employment. All placements will be in accordance with section S of enterprise agreement.

Identifying a potentially-outstanding preservice teacher on final practicum

A principal may identify a preservice teacher in their final practicum placement whose skills appear to be outstanding. In this circumstance the principal may offer the preservice teacher the opportunity to be assessed for an early offer of future permanent employment with the system.

If the preservice teacher elects to be assessed, the principal must:

- conduct an assessment of the preservice teacher; and
- contact **Human Resources People and Performance** to confirm that a suitable known vacancy will be available in the following year for the pre-service teacher.

In determining the availability of suitable known vacancies, consideration will be given to the need to meet system placement obligations and retain a reasonable pool of transfer opportunities in each school. The position may be at the school or in an area of high recruitment need.

Assessing the preservice teacher on final practicum

The principal must:

- have completed the agreed selection committee training (currently the endorsed classroom teacher selection panel training).
- interview the preservice teacher and conduct lesson observations
- discuss the preservice teacher's work performance with the practicum supervisor and mentor
- complete the Assessment of Practicum Teacher for Permanent Employment template and rate the preservice teacher against the recruitment criteria. The preservice teacher must be rated as Outstanding in each of the four professional areas to be rated as Outstanding. A template is available to guide the assessment and assist in documenting the outcome of the assessment. Human Resources will provide assistance, if required.

If the pre-service teacher is not rated as Outstanding, no further action will be taken. Schools may assess multiple pre-service teachers for recruitment to the system.

The offer of future permanent employment

The offer of future permanent employment may only be made to a practicum teacher if the school has rated the teacher as Outstanding against the teacher recruitment criteria.

If the preservice teacher is rated as Outstanding, the principal will forward the completed Assessment of Practicum Teacher for Permanent Employment template to [Human Resources People and Performance](#) for processing.

Following confirmation of the rating and the availability of a suitable vacancy, [Human Resources People and Performance](#) will provide the principal with a letter of offer to be provided to the preservice teacher. This letter will outline the initial placement details and include documents required to complete pre-employment checks.

The offer of permanent employment will be to the system. If the school has a suitable known vacancy for the following school year, the preservice teacher may be offered an initial placement at the school recommending the offer. If there is no suitable known vacancies available at the school, the preservice teacher will be placed through the classroom teacher system placement process (detailed in Section 2) or will be required to apply for an initial placement through the classroom teacher transfer process (detailed in section 5).

Employment offered under these provisions will commence by the beginning of the next school year. The preservice teacher must also meet all other pre-employment checks prior to the appointment being finalised.

5. Filing classroom teacher vacancies through a school-based transfer process

This process applies to teachers who

- have been recruited to the Directorate by an offer of future employment to a pre-service teacher (Early Offer), (see Section 4);

OR

- are applying for transfer prior to the completion of their placement period in a position in accordance with subclauses S3.4 and S3.5 of the enterprise agreement:

S3.4 All teachers and school leaders may apply for transfer at any stage in their career.

S3.5 Where a teacher or school leader wishes to apply for transfer prior to the end of their placement, they should advise their principal/manager or school network leader as soon as possible. In dealing with compassionate transfers, special consideration of an individual's circumstances and needs will occur.

OR

- have been advised by their principal that they must apply for transfer, according to subclauses S2.5 and S2.6 of the enterprise agreement:

S2.5 The principal (or school network leader) will review a teacher's placement end date through the annual professional discussion early in the year prior to its effect. This review will determine whether the teacher:

(a) will continue their placement at the school for another period of up to five years, or

(b) must apply for transfer, to take effect from 27 January in the following year.

S2.6 The principal will advise the teacher in writing of the decision concerning their placement end date following the annual professional discussion and no later than the end of term 2.

Identification and advertisement of vacancies

Schools will identify vacancies and prepare position descriptions and advertisements for the next school year by the fifth week of term 3.

Schools may nominate up to 50% of vacancies to be filled by teachers who have been recruited through Section 4. The remaining vacancies will be available for transfer applicants.

Vacancies will be advertised in *e~mployment* with links to school websites for additional information before the end of term 3.

Applicants will have at least ten days, including two weekends, to submit their applications and preferences.

Consideration and ranking of applications and matching of preferences will be completed within three weeks of the closing date of the advertisement.

The ETD and the AEU will negotiate changes to this timeline as necessary.

Applications and preferences

Teachers who have been advised that they must apply for transfer in accordance with subclause S2.5 of the enterprise agreement, or who are applying prior to the end of their placement period in accordance with subclause S3.5, will complete a single electronic application and a preference list for vacancies.

Teachers who have been recruited through Section 4 and have not been placed in the school where the assessment was made will complete a single electronic application and a preference list for vacancies.

The preference list will not be made available to schools. The list will be used by the Directorate in matching applicant preferences with principal rankings.

Assessing and ranking of applications

Principals will be provided with applications for vacancies at their school. Principals will assess the suitability of applicants and provide rankings for each vacancy within two weeks of the close of applications.

The assessment of an applicant may be determined on the application alone or principals may elect to convene a selection committee and conduct interviews to assist with this assessment. The selection committee procedures are detailed below in Section 6 *Classroom teacher school-based selection committee*.

School network leaders must confirm assessments where no applicant is assessed as suitable.

As soon as practicable after the close of applications, principals will be advised of vacancies which have not attracted any applications. These vacancies may then be advertised using the procedures for filling classroom teacher vacancies through school-based open selection procedures in this section.

A direct matching of applicant first preference with principal first ranking will result in confirmation of placement for the teacher.

The matching process will continue until each vacancy shows the highest rank applicant preference and the highest principal ranking.

Any vacancy that results in the matching of an applicant preference with the principal ranking will result in confirmation of placement of the teacher.

Teachers who applied for a transfer prior to the end of their agreed placement period and who have exhausted their list of preferences without a successful match will continue in their current agreed placement.

Principals will be notified of outcomes by no later than week 2 term 4. Principals will have the responsibility for informing successful applicants.

Unfilled vacancies from this process will be managed by schools using the procedures for filling teacher vacancies through school-based open selection procedures in Section 6.

Teachers who must apply for transfer, or who have been recruited through Section 4, will continue to be considered against further advertised vacancies through applications, preferences and rankings until they are placed.

Teachers who have been advised by their principal that they must apply for transfer remain a staff member of their original school until a placement is confirmed.

When a teacher is advised that they must apply for transfer, the Directorate will make every effort to confirm the suitable placement of at least one year duration prior to the end of that school year, with strong emphasis on the teacher's expertise and recent teaching practice.

Where teachers who must apply for transfer or who have been recruited through [Section 4](#) are not placed by the end of term 1 of the next school year, a system placement using Section 2 will be considered.

6. Filling classroom teacher vacancies through a school-based open selection process

This process applies to immediate vacancies, both substantive and temporary, arising outside the annual transfer process. Such vacancies may be used by the system to meet placement obligations.

The current categories of employment for classroom teachers (in accordance with section N of the enterprise agreement) are:

- a) permanent employment;
- b) long term temporary contract – more than one school term and up to one school year; current recruitment rating required;
- c) short term temporary contract – more than twenty continuous days but less than one full school term; current casual approval required; and
- d) casual teaching – up to twenty days; current casual approval required.

Current employees (permanent, temporary and casual) are eligible to apply for vacancies advertised through this process.

When the vacancy is identified, the principal determines whether to fill the vacancy through:

- a) the approved casual teacher list (casual vacancy of a single day up to twenty continuous days; short term temporary vacancy of more than twenty continuous days but less than one full school term)
- b) the available recruitment rated applicants in the Recruitment Pool (long term temporary contract or substantive vacancies)
- c) open advertisement and local selection (long term temporary contract or substantive vacancies).

Approved selection processes

Selecting from the approved casual teacher list

The principal selects an available teacher from the approved casual teacher list and negotiates the short term temporary contract with the teacher.

Following acceptance of the short term temporary contract, the principal completes the required documentation and forwards it to **Human Resources People and Performance**. The principal also ensures that the availability flag is updated.

Selecting from the classroom teacher recruitment pool (see Section 3)

The recruitment pool comprises external applicants who have been rated through selection processes and are potentially available for recruitment to temporary or permanent

vacancies. Temporary teachers currently engaged on contract are eligible to be considered for a permanent vacancy. Termination of an existing temporary contract to take-up an alternative temporary contract may be approved by the Director **Human Resources People and Performance** in exceptional circumstances.

The principal requests a list of suitably qualified applicants from Human Resources. The principal may make an offer of permanent employment to an applicant in the recruitment pool with a rating of R1 or R2 with or without an interview. Where the principal elects to interview, an appropriate panel should be formed following procedures outlined below in *Classroom teacher school-based selection committee*.

The principal may make an offer of temporary employment to an applicant in the Recruitment Pool (casual or not currently employed) with or without an interview. Where the principal elects to interview, an appropriate panel should be formed following procedures outlined below in *Classroom teacher school-based selection committee*. Where the principal wishes to make an offer of temporary employment to a teacher currently engaged on contract, approval to terminate the existing temporary contract must be obtained from the Director **Human Resources People and Performance** before any offer can be made.

Following acceptance of the offer, the principal completes the required documentation and forwards it to **Human Resources People and Performance** to complete the formal advice to the teacher.

Selecting through open advertisement

The principal prepares a position description for the vacant position, completes the Request to Advertise form and forwards it to *det.employment*, who will arrange for Shared Services to advertise the vacancy on the *jobsACT* website.

A notice will be included in *e~mployment* advising current teachers (permanent, temporary and casual) that the vacancy has been advertised on *jobsACT* and the school's website and that they are entitled to apply for transfer or appointment to this position.

The school will also advertise on the school's website and on the teacher recruitment website, *Teachers on the net*. Advertising in the press (local or national) will only occur at the principal's request.

Applications

An information pack, including application forms and information on the application process, will be available on the school's website, to which a link will be provided from *jobsACT* and *Teachers on the net*.

The information pack includes advice to applicants on completing and submitting the on-line application pro forma.

Classroom teacher school-based selection committee

A school-based selection committee will be established, comprising three members unless otherwise agreed between the AEU and the Directorate. The panel will be chaired by the principal or deputy principal and comprise at least two other teaching staff, one of whom will be an AEU nominee. One member of the selection committee must be from another school.

The selection committee members will generally be school leaders and will normally include the supervisor of the teaching position. The selection committee membership should have a gender mix and there should not be more males than females. All members of the selection committee must have agreed selection committee training (currently the endorsed classroom teacher selection panel training).

The AEU and the Directorate will sign-off the proposed selection committee. The AEU sign-off will be in respect to panel composition and a designated AEU nominee on the panel. Sign-off will be provided by a member of the AEU sub-branch executive as advised by the AEU; where no sub-branch can be identified the AEU Office will provide sign-off.

The principal may seek advice from [Human Resources People and Performance](#) on the selection process. A Classroom teacher school-based selection committee checklist is available from the [Human Resources Our People>Recruitment and Employment](#) tab on Index.

The selection process

The school-based selection committee will consider all applications received and establish a rank order for the applicants considered suitable for the position.

The committee will use the standard selection techniques of short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. While it is not necessary to use each of these selection techniques, it is advisable that all short-listed applicants are refereed and that external applicants are interviewed. Signed referee reports should only be sought if the selection committee decides that it is necessary based on the information provided by the referee.

All other factors being equal, when establishing the rank order of suitable applicants, the committee should give consideration to the length of current service in a placement to ensure the capacity for long term employees to move around in the system.

Temporary employees and external applicants who are ranked will also be rated for future recruitment using the teacher recruitment rating scale. [Human Resources People and Performance](#) will provide advice and assist to the selection committee in determining the recruitment rating.

The selection committee must keep a record of the selection process and prepare a recommendation to the delegate. A support pack, including templates and a checklist is provided on Index to assist the selection committee. Records of the selection process must be forwarded to [Human Resources People and Performance](#).

The employment of a scribe is not required to prepare the selection committee report. Committees may wish to seek administrative assistance from within the school if this is necessary.

All costs associated with selections using these procedures will be met by the school.

Selection outcome

The outcome of the selection process may be an offer of appointment with initial placement at the school, a transfer (with placement in accordance with section S of the enterprise agreement), an offer of temporary employment or temporary transfer.

The employment outcome will be determined from the status of the vacancy and the selection committee report. A checklist will be provided to guide the delegate in determining the selection outcome

Applicants, who are not permanent teachers and who are ranked in the selection process, will be rated for future recruitment. These applicants may elect to be considered for similar future vacancies.

A permanent or temporary teacher who applies and is successful will move to the new school following negotiation with the teacher's current principal. It is expected that the commencement date would normally be the commencement of the school term following announcement of the selection outcome unless an earlier start date is agreed. Issues concerning commencement of placement will be referred to the school network leader in the first instance.

The delegate

The delegate is responsible for

- confirming the status of the vacancy (substantive or temporary, full time or part time);
- determining the outcome of the selection process;
- authorising the offer of employment;
- advising the panel chair to proceed with the offer of employment and notify other ranked applicants of the selection outcome;
- ensuring the records of the selection process are forwarded to [Human Resources People and Performance](#).

If the principal was not a member of the selection committee, the principal will be the delegate. As delegate, the principal may request advice from **Human Resources People and Performance** prior to making an offer of employment or transfer.

If the principal was a member of the selection committee, the selection committee report will be referred to the Director-General or delegate for delegate sign-off. Following confirmation of delegate sign-off, the principal will make an offer of employment or transfer. Following acceptance of the offer of employment or transfer, the panel chair will complete the required documentation and forward it to **Human Resources People and Performance** to complete the formal advice to the successful applicant.

Feedback

Applicants who are short listed out of the process or not included in the final ranked order should be advised, in writing, during the selection process. This is the full extent of the feedback available to these applicants.

Ranked applicants will be advised of the outcome both verbally and in writing. No other documentation from the selection process will be provided.

If requested, the selection committee chair will provide feedback to ranked applicants. Unless there are exceptional circumstances, ranked applicants must request feedback within one month of notification of the selection outcome. Feedback is restricted to information included in the selection committee report.

If the outcome of the selection process creates a consequential vacancy in another school, the principal may elect to fill the vacancy using approved selection processes outlined above.

7. Review procedures

Any concerns about selection processes may be raised by applicants, panel members, Directorate personnel or the AEU. Such concerns should be raised with the panel chair, principal, Director **Human Resources People and Performance** or the AEU as soon as the concern arises.

A formal review of a selection procedure is confined to matters of process only. There is no review of outcomes, except where the selection process has been assessed as flawed.

A request for review of selection process should be made to the Director-General or delegate as soon as the issue of concern arises.

These selection processes will be monitored. Any variation will be agreed between the Directorate and the AEU as required under the enterprise agreement.

8. Definitions

Anticipated vacancy refers to a position that may be vacant at the time a proposed placement would take effect.

Consequential vacancies are those arising as the result of a selection process.

Early offer refers to graduate recruits who are in the Recruitment Pool as the result of an offer of future permanent employment made during their final practicum.

Enterprise agreement means the *ACTPS Education and Training Directorate (Teaching Staff) Enterprise Agreement 2011-2014*.

Known vacancy refers to a position that is confirmed as vacant at the time a proposed placement would take effect.

Subsequent vacancies are vacancies that become available for reasons other than transfer.

System placement refers to a vacancy identified the Directorate for filling in accordance with Section 2 *System placement of classroom teachers*

Transfer period refers to the period from the commencement of term 3 in the current school year to the end of term 1 in the following school year when vacant positions will be offered for transfer first.

9. Staffing cycle timetable for filling permanent classroom teacher vacancies

Note that the staffing cycle runs from the commencement of Term 2 in the current year to the end of term 1 stand down in the following year.

Method of filling vacancy	Arrangements applicable in Term 2 of the current year	Arrangements applicable in Term 3 of the current year	Arrangements applicable in Term 4 of the current year	Arrangements applicable in Term 1 of the following year	Eligibility to apply
Early offer to practicum student	YES Maximum of 50% of <i>known vacancies</i> for the following year per individual school available for Early Offers. <i>Anticipated vacancies</i> <u>not available</u> to Early Offers.	YES Maximum of 50% of <i>known vacancies</i> for the following year per individual school available for Early Offers. <i>Anticipated vacancies</i> <u>not available</u> to Early Offers.	YES Maximum of 50% of <i>known vacancies</i> for the following year per individual school available for Early Offers. <i>Anticipated vacancies</i> <u>not available</u> to Early Offers.	YES Maximum of 50% of <i>unfilled substantive vacancies</i> for the current year per individual school available for Early Offers still remaining in the Early Offer pool. <i>Anticipated vacancies</i> <u>not available</u> to Early Offers. No new entrants to Early Offer pool.	Identified practicum students invited to apply.
Transfer offer to existing permanent teachers	NO Permanent teachers are eligible to apply for Open Advertisement vacancies.	YES <i>Known vacancies</i> for the following year not identified for Early Offer and <u>all</u> <i>anticipated vacancies</i> for the following year are offered on transfer first. NB: Vacancies not filled through transfer or Early Offer, or for immediate occupancy in current school year will be filled through either the Recruitment Pool or Open Advertisement.	YES <i>Known vacancies</i> for the following year not identified for Early Offer and <u>all</u> <i>anticipated vacancies</i> for the following year are offered on transfer first. NB: Vacancies not filled through transfer or Early Offer, or for immediate occupancy in current school year will be filled through either the Recruitment Pool or Open Advertisement.	YES Vacancies for the current year are offered on transfer or to Early Offers remaining in the Early Offer pool first. NB: Vacancies not filled through transfer or Early Offer will be filled through either the Recruitment Pool or Open Advertisement.	Current permanent employees.

Method of filling vacancy	Arrangements applicable in Term 2 of the current year	Arrangements applicable in Term 3 of the current year	Arrangements applicable in Term 4 of the current year	Arrangements applicable in Term 1 of the following year	Eligibility to apply
Recruitment offer from Recruitment Pool	YES	NO This method may be used if the vacancy (a) has not been filled through transfer or Early Offer, OR (b) position is vacant now for immediate occupancy in current school year.	NO This method may be used if the vacancy (a) has not been filled through transfer or Early Offer, OR (b) position is vacant now for immediate occupancy in current school year.	NO This method may be used only if the vacancy has not been filled through transfer or Early Offer.	Current applicants for employment who are in the Recruitment Pool.
Open advertisement	YES	NO This method may be used only if the vacancy (a) has not been filled through transfer or Early Offer, OR (b) position is vacant now for immediate occupancy in current school year.	NO This method may be used only if the vacancy (a) has not been filled through transfer or Early Offer, OR (b) position is vacant now for immediate occupancy in current school year.	NO This method may be used only if the vacancy has not been filled through transfer or Early Offer.	Current permanent employees, current non-permanent employees, current applicants for employment who are in the Recruitment Pool, new applicants.

The table summarises the staffing cycle timetable from term 2 to term 1 the following year.