



PSA GUIDE FOR EXPRESSION OF INTEREST – PERMANENCY SCHOOL ADMINISTRATIVE & SUPPORT STAFF

Are you a Long Term Temporary?

Who can apply for Permanency?

Any Long-Term Temporary SAS Staff employee who meets the eligibility criteria and has their application endorsed by the Principal can submit an expression of interest in an appointment to: -

1. A vacant permanent formula entitlement position; or
2. A permanent school learning support officer position being established against integration or program funding.

For SLSO's, integration or program funding may only be available to support a part-time position.

What is a Long Term Temporary Employee (LTT)

A long term temporary employee is a member of SAS Staff employed on a temporary basis, either full-time or part-time, for a period in excess of one school term.

When is a Long Term Temporary Employee able to apply for permanency?

Once a LTT has worked more than 8 continuous terms (without a break in service during school term other than paid leave or brief period of unpaid leave) and they meet the eligibility criteria they can apply to be permanently appointed. Continuous service must be in:

1. A vacant permanent formula entitlement position; or
2. For SLSO's a permanent school learning support officer position being established against integration or program funding.

What is the eligibility criteria?

To be eligible, a SAS Staff member must have:

1. Worked continuously as a temporary employee in the classification of the identified position for the past two years, or for a SLSO position, two years continuous service with the Department as an SLSO
2. Have participated in a selection process involving some form of open competition such as an interview, and
3. The applicant must not be undergoing a formal improvement program (IP).





How can I apply for Permanency?

The SAS Staff member completes the School Administrative & Support Staff Long Term Temporary Employee Expression of Interest for Permanency form.

This EOI form is on the DOE portal under HR/pays <https://education.nsw.gov.au/about-us/jobs-and-opportunities/school-careers/school-support-roles> .

Once the form is complete, provide it to the Principal for endorsement.

Email the form to Corporate Recruitment at EDConnect.HR.Forms@det.nsw.edu.au and keep a copy for your records.

(Note: If the Principal will not endorse the form, please contact the PSA MSC on 1300 772 679 so that we can take the matter further.)

The PSA is here to support members through the process. The first step to being converted is to join the PSA and encourage other temporary staff at your school to join. Temporary members should follow the steps in the PSA conversion checklist and contact the Member Support Centre if you need further assistance. PSA Organisers are available to hold a meeting at your school for all temporary SAS staff. Contact the MSC today! 1300 772 679.





PSA CHECKLIST (website – members only)

Are you an eligible LTT:

1. Continuous employment
2. Open competition not undergoing IP

Is the continuous employment:

- (1) in the same classification and in the vacant formula entitlement position or
- (2) permanent SLSO position being established against integration of program funding.

Fill out the EOI form

Is the same position identified in the EOI form?

Principal to endorse

Principal endorses form - application is successful	Principal will not endorse form – contact the PSA

