



Registration Special Authority for an unregistered person to teach, Temporary Relief Teaching Policy

10 October 2023

Version: 1.1

Approver's Name: Leonie Paulson
Title: Registrar

Signature:

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Date Approved: 10.10.2023.

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Document Control

Author(s)	Function/Role
Sally Hodgson	Senior Policy Officer

Version	Revision Description	Date
1.0	Document created	8 September 2023
1.1	Version revised and approved	10 October 2023
2.0	Updated	XX Month 2026

TRIM document number:	DOC23/38431
Audience:	Teachers Registration Board of South Australia Secretariat
Creator:	Teachers Registration Board of South Australia
Original approval date:	10 October 2023
Scheduled for review:	October 2026
Manager, Registration:	Registration Unit, Teachers Registration Board of South Australia
	Telephone: 8253 9700

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1 Objective

This policy has been created upon request from the three Education sectors in response to a workforce shortage in South Australian schools and preschools.

Authority holders are expected to progress towards completion of their initial teacher education (ITE) studies and teacher registration.

2 Scope

Pre-service teacher applicants can apply for a special authority to teach under Section 30 of the *Teachers Registration and Standards Act, 2004*.

This policy is limited to those pre-service ITE students enrolled in their final year of study, either in an accredited South Australian program, or an online equivalent interstate program and who reside in South Australia.

This policy does not include students enrolled in a Teach for Australia program or its equivalent.

3 Policy Statement

This policy is to be read in conjunction with the general principles set out in the policy applying for special authorities to teach, titled '*Special Authorities to Teach Policy*' as endorsed on 21 September 2018 and updated from time to time.

4 Authorisation

Under the *Teachers Registration and Standards Act 2004*, the Registrar is responsible for the management of staff and resources. This policy is issued under the authority of the Registrar and with the approval of the Teachers Registration Board.

5 Legislative Framework and Context

The Teachers Registration Board has a discretion to consider an application by a person who is not a registered teacher and to grant a special authority to teach for a period, and under conditions, as appropriate. This Policy does not confer a right of grant to any applicant. Rather, each application will be considered in accordance with this Policy and the provisions of the Act:

- section 30(1a) of the Act - that a current working with children check is in place;
- section 30(2)(c) that a criminal history check of the applicant has been obtained and the results considered;
- regulation 7 (4) of the Regulations which is of effect that mandatory notification training is required, except for pre-service teachers who have completed the appropriate mandatory notification course during an ITE program;
- all relevant fees have been paid. Application fees are non-refundable; and
- that each applicant is a fit and proper person to hold such an authority.

Even upon grant, it is noted that under section 30(5) of the Act, the Board may, *"without any requirement for a hearing or other process, by written notice to the holder of a special authority, vary or revoke the special authority"*.

It is noted that all applications for a special authority will be considered by the Admissions Committee, absent a delegation to the Registrar.

6 Policy Detail

An authorisation holder can be authorised to teach at several sites concurrently as a Temporary Relief Teacher (TRT) under this authority.

This Policy has no application for Principal, Director or other leadership positions.

6.1 Eligibility for a SAT

Applicants may apply for a special authority at any time, prior to commencing their employment and from approval of this policy.

Applicants must be in their final 12 months of an accredited South Australian ITE program or online interstate equivalent. An unofficial academic transcript will be required for the Board to assess the application.

Under the Act a special authority is granted to a person and all applications must be made by that person (section 30(1) of the Act).

Being granted a special authority does not automatically ensure eligibility for teacher registration. All pre-service teachers must meet eligibility requirements for provisional registration upon application at the completion of their ITE program.

6.2 School, Preschool or Employer Endorsement

Applications for the Special Authority for an Unregistered Person to Teach should be endorsed by either of the following:

- the Department for Education,
- Principal(s) or other authorised officer(s) of the CESA school(s), or
- the Principal(s) or other authorised officer(s) of the individual AISSA members school(s).

The employer must provide the following information to the Board:

- details of the professional support to be provided to the applicant during the period they hold the special authority to teach, including how the site will support the applicant to develop their pedagogical and learning environment management skills, and progress towards teacher registration according to their plan; and
- details of how the applicant will be supervised for the duration of the grant.

If the holder seeks an authorisation for a longer-term contract, then a new application (SAT (Advertised)) will be required.

6.3 Code of Ethics and English Language Requirement

All holders of the SAT must apply the principles as outlined in the Teachers Registration Board Code of Ethics and any approved Code of Conduct.

Applicants are exempt from demonstrating the English language requirement. This exemption will not extend beyond the grant and where appropriate, applicants will be required to demonstrate English language proficiency when applying for teacher registration or any other authorisation requiring this.

6.4 Supervision of a SAT

Holders of the SAT must be supervised by a registered teacher.

Supervision includes oversight of the planning and implementation of learning programs, and professional support including:

- pedagogical approaches
- teaching strategies
- learning space and site routines
- student welfare
- assessment procedures and related matters.

Supervision **does not mean** that a registered teacher must be always present in the classroom/learning environment with the SAT holder.

The employer will ensure holders are adequately supervised, provided with mentoring and appropriately inducted in relation to providing for child safety and wellbeing. A primary mentor must be named for each SAT TRT holder, applicants can provide this name up to four weeks after their application has been approved.

In addition, where a holder moves between sites, the holder must be provided with site specific induction.

The holder of the SAT must not undertake TRT employment while completing their Teaching Performance Assessment.

The holder of the SAT must not undertake a Teaching Performance Assessment practicum at the same site where TRT relief is performed unless:

- the integrity of the Teaching Performance Assessment can be maintained at all times; and
- the principal of the DfE, CESA or AISSA site and the TRT pre-service teacher have advised the ITE provider of the proposed practicum placement in writing, prior to commencement of the Teaching Performance Assessment.

7 Defined Terms

Act means the *Teachers Registration and Standards Act, 2004*

AISSA means Association of Independent Schools South Australia

CESA means Catholic Education South Australia

DfE means Department for Education

Pre-service teacher (PST)/student enrolled in an accredited South Australian education program or online interstate equivalent program.

Regulations means the *Teachers Registration and Standards Regulations, 2021*

Site means any Department for Education (DfE) school or preschool, Catholic Education South Australia schools (CESA) and Association of Independent Schools South Australia (AISSA) schools.

Teaching Performance Assessment (TPA) means a tool used to assess the practical skills and knowledge of pre-service teachers at the Graduate Standard. This is to be completed in the final year of study.

Temporary Relief Teacher (TRT) means a teacher employed to fill a temporary vacancy at a site for a short period of time (up to 20 consecutive working days).

8 Discretionary Exercise of Power

As the Teachers Registration Board exercises a discretion on a case-by-case basis, each application will be considered on its merits, including but not limited to:

- the authority holder will be employed as a Temporary Relief Teacher;
- the authority holder has completed their 3rd year of study, including placements;
- that the applicant will not be placed in a Principal, Director or other leadership position;
- that the applicant notify the Board within fourteen (14) days of dismissal or resignation of employment at the designated school or sites; and
- whether grant of the authorisation is consistent with promoting best practice for teaching and specifically; in establishing and maintaining a teacher registration system and professional standards for teachers to safeguard the public interest in there being a teaching profession whose members are competent educators and fit and proper persons to have the care of children (section 4 of the Act).

At all times during the period of operation of the special authority, the Board may require information arising from the application, including but not limited to the site/s, the pre-service teacher, the temporary relief teacher duties or the employer.

It is always expected that the authority holder will provide information relevant to their employment as a TRT, upon request.

A review of this policy to determine the need and/or demand for continuation, will occur during 2024 or at a later date. Measures of success relate to pre-service teachers gaining qualifications and provisional registration and workforce supply; this will be reported to the Board.

9 References and links

- Teachers Registration Board of South Australia, [Code of Ethics](#)
- [Special Authorities to Teach Policy](#)
- [Teachers Registration and Standards Act, 2004](#)
- [Teachers Registration and Standards Regulations, 2021](#)