

Application Information

Thinking of Applying to work with the Department of Education and Training?

Thank you for your interest in applying for our roles. Please review the requirements below to ensure you are eligible and have all necessary documents ready before you apply.

How to apply

All applications must be submitted via the [Northern Territory Government Employment Opportunities Online](#) website.

Search for current vacancies by visiting the [Student Wellbeing and Inclusion Programs and Services \(SWIPS\) | Join the Territory](#) landing page and complete the online application form.

Eligibility Criteria

To apply, you must meet all of the following criteria:

- ✓ Hold qualifications relevant to the position for which you are applying
- ✓ Meet registration, accreditation, or membership requirements of the relevant professional board, association, or regulatory body (where applicable)
- ✓ Provide evidence of your qualifications and current registration, accreditation, or professional membership (where applicable)
- ✓ Be an Australian citizen, Australian permanent resident, or hold a visa that permits you to work in Australia

Visa sponsorship

Please note that applicants requiring visa sponsorship are not eligible to apply at this time.

Before you apply

Applications that do not include evidence of qualifications and current registration, accreditation, or professional membership (where applicable) will be considered incomplete and will not be assessed.

Please note: If you do not meet the eligibility requirements outlined below, **do not apply**, as your application will not be eligible to progress through the recruitment process.

Current Roles & Qualification Standards

Profession	Qualifications and Registrations
School-based Counsellor	- An Australian tertiary qualification in Counselling that provides eligibility for membership with: - Australian Counselling Association, or - Psychotherapy and Counselling Federation of Australia, or - Australian Community Counselling Association - OR - An approved social work qualification and eligibility for membership with the Australian Association of Social Work (AASW) - OR - Registration as a psychologist with the Psychology Board of Australia.
School-based Counsellor Team Leader	An approved Social Work qualification that meets eligibility requirements for membership with the AASW, or psychology registration with Psychology Board of Australia
Occupational Therapy	Relevant qualification in Occupational Therapy and registration as an Occupational Therapist with the Occupational Therapy Board of Australia.
Speech Pathology	Relevant qualification in Speech Pathology that meets eligibility requirements for membership with Speech Pathology Australia.
Psychology	Registration as a psychologist with the Psychology Board of Australia.
Assistant Director Psychology Services	Registration as a psychologist with the Psychology Board of Australia.
School Social Worker	An approved social work qualification and eligibility for membership with the AASW.
Positive Behaviour Implementation Coaches	Relevant qualifications in: - Education, that meets the registration requirements of the Northern Territory Teacher Registration Board (TRB) - OR - social work, that meets the membership eligibility requirements of AASW - OR - psychology, that meets the registration requirements of the Psychology Board of Australia - OR - speech pathology or that meets the membership eligibility requirements of Speech Pathology Australia or - OR

	occupational therapy that meets the registration requirements of the Occupational Therapy Board of Australia
Senior Teacher Special Education	Registration with the TRB of the Northern Territory, and a recognised post graduate qualification relevant to Special Education or Inclusive Education
Practice Leader	Relevant qualifications in: - Education, that meets the registration requirements of the Northern Territory Teacher Registration Board OR - social work, that meets the membership eligibility requirements of AASW OR - psychology, that meets the registration requirements of the Psychology Board of Australia OR - speech pathology or that meets the membership eligibility requirements of Speech Pathology Australia or OR occupational therapy that meets the registration requirements of the Occupational Therapy Board of Australia

Required Documents

All documents must be uploaded at the time of application (preferably in **.pdf** format).

Important Note on Certification: While standard copies may be uploaded during the initial application, successful applicants will be required to provide certified copies of their qualifications and registration prior to commencing employment.

The following documents must be included with your application:

Tick when Complete	Please name your files as below prior to uploading Document	Upload Selection
☐	Resume Last name First name_ Resume	Resume
☐	Cover letter (one page summary) Last name First name_ Cover letter	One Page Summary Application
☐	Copy of tertiary qualification (s) Last name First name_ Copy of tertiary qualification	Qualifications
☐	Proof Professional Registration / Memberships Last name First name_ Details of professional registration/membership	Registrations
☐	Working with Children Clearance (Ochre Card) Last name First name_ Working with Children Clearance	Other
☐	Evidence of Aboriginality (only required for applicants applying under Special Measures) Last name First name_ Confirmation of Aboriginality	Confirmation of Aboriginality

☐	Visa (if applicable) Last name First name_Visa/evidence of working rights	Visa Details
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What to expect after applying

Applications will be reviewed by a selection panel after the closing date of the advertised position. The panel chair may contact you directly to discuss the position and your experience. If further information is required to support your application, you will be contacted.

For any enquiries regarding vacancies or the application process, please contact: Swipshr DOE
swipshr.doe@education.nt.gov.au

Tips for a Successful Applications

- Ensure you meet the eligibility criteria
- Submit all required documents
- Provide at least 2 suitable, well placed professional referees who are aware they may be contacted
- Name your files correctly before uploading
- Submit documents in PDF format

Want to know more?

Visit the following pages for more information about working with the Department of Education and Training:

- [Student Wellbeing and Inclusion Programs and Services \(SWIPS\) | Join the Territory](#)
- [Education and learning | NT.GOV.AU](#)
- [Student wellbeing and inclusion | NT.GOV.AU](#)