

APRIL 2026

Teacher Assistant Placement Policy

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1 Purpose

From time to time, it becomes necessary for DECYP to relocate teacher assistants between schools to maintain an appropriate allocation of resources in response to workload variations and program priorities.

At other times, individual teacher assistants may seek relocation to another work site for personal, compassionate and/or professional reasons.

This policy relies upon [Section 34 \(1\) \(e\) of the State Service Act 2000](#) as the instrument of authority to assign and vary duties. It aligns with the [State Service Code of Conduct](#) and [State Service Principles](#) with all participants being treated with respect and without harassment, victimisation or discrimination.

This Policy will ensure a transparent decision-making process is undertaken. This process will be based on consultation with teacher assistants, and unions, and provide the opportunity for teacher assistants to have genuine input into the identification and relocation process.

2 Policy Statement

2.1 Compulsory Placements (See Diagram 1)

Before an expression of interest is circulated the school/business unit will review their establishment/budget to ensure there is no option to accommodate the duties from existing establishment/budget, either in a continuing or short-term capacity, i.e. to the end of term.

Reductions in fixed-term and casual employment will be reviewed before assessing teacher assistant staffing to identify any excess permanent teacher assistant(s).

Where it is determined that there is a requirement to reduce the teacher assistant staffing allocation the Principal will provide the following details to the relevant Regional HR team:

- The reasons for varying the teacher assistant allocation
- The school's preferred staffing profile
- The details of teacher assistant(s) likely to be affected.

Notification of such a variation will also be sent to the relevant union to advise of the excess staffing situation.

Following this notification the Principal will commence the consultation process to identify teacher assistants as excess.

In the first instance, expressions of interest will be sought to enable the adjustment to be made through voluntary relocation if possible. Such expressions of interest will be circulated broadly to the teacher assistant staff within the school and include the following details:

- An outline of the required staffing reduction, i.e. hours/FTE
- Options for a temporary decrease in hours or leave without pay to address the staffing excess
- Available details of placement options.

The initial expression of interest will require the teacher assistant to put their name forward to the Principal. The Principal may also request further details from the teacher assistant to assist in reviewing relocation options. Similarly, the teacher assistant may choose to provide written detail to support their expression of interest. The Principal will make every effort to ensure that a teacher assistant is not identified as excess to workplace requirements where there are known special and compelling circumstances or where the teacher assistant has been previously relocated. The teacher assistant may provide such detail in writing for consideration.

It should be made clear to applicants that the expression of interest is the first stage of the identification process and that a teacher assistant expressing an interest may not result in relocation. Similarly, it should be made clear that a teacher assistant who does not respond to an expression of interest can still be included in the identification process.

Should the expression of interest provide the staffing solution required to reduce the teacher assistant allocation the relocation of the teacher assistant will be scheduled. The expected time frame for relocation is 4 weeks; however, this may be negotiated between the parties.

Where the expression of interest does not provide a staffing solution to reduce the teacher assistant allocation, the Principal will review the teacher assistant staffing establishment and notify any teacher assistants being considered as excess.

At their request, the teacher assistant can have access to union representation. The Principal will consult with teacher assistants, and union representatives if requested, and provide details on the grounds for determining teacher assistants as excess. The Principal will inform the teacher assistant/s the basis on which the decision has been made to identify the teacher assistant/s as excess. Such grounds should give consideration to the running of school programs and reference to relative efficiencies.

Upon being identified as excess, a teacher assistant may provide further information for consideration to be excluded from the identification process. This information will be reviewed and a response will be provided to the teacher assistant with details to explain the decision made.

The compulsory relocation of a teacher assistant will include the consideration of personal circumstances, such as available transport, financial constraints, etc. to ensure a reasonable travelling distance from the teacher assistant's place of residence.

Teacher assistants will be provided with written details of their assignment of duties transfer. This notification will include the option for a compulsory relocated teacher assistant to elect to return to their previous school if a suitable vacancy occurs within the first two years of their transfer.

A teacher assistant who has been relocated through a staffing review can include this as supporting evidence to be considered for exclusion in any future identification process. All reasonable alternatives will be considered before identifying such teacher assistants as excess.

It is expected that the consultation process will include details of any training requirements.

2.2 Teacher Assistant Requested Placements

The Department will not support relocation within the first three years of an individual's permanent appointment except in cases involving pressing personal reasons, compassionate grounds or personal necessity.

Where a teacher assistant has pressing personal, compassionate grounds or professional, circumstances that might be eased through relocation they may submit an application for a placement (through the Principal) to the relevant Regional HR Manager.

The application should present the teacher assistant's case for relocation with any relevant evidence available. If a suitable vacancy is available and the application is accepted, a placement will be arranged.

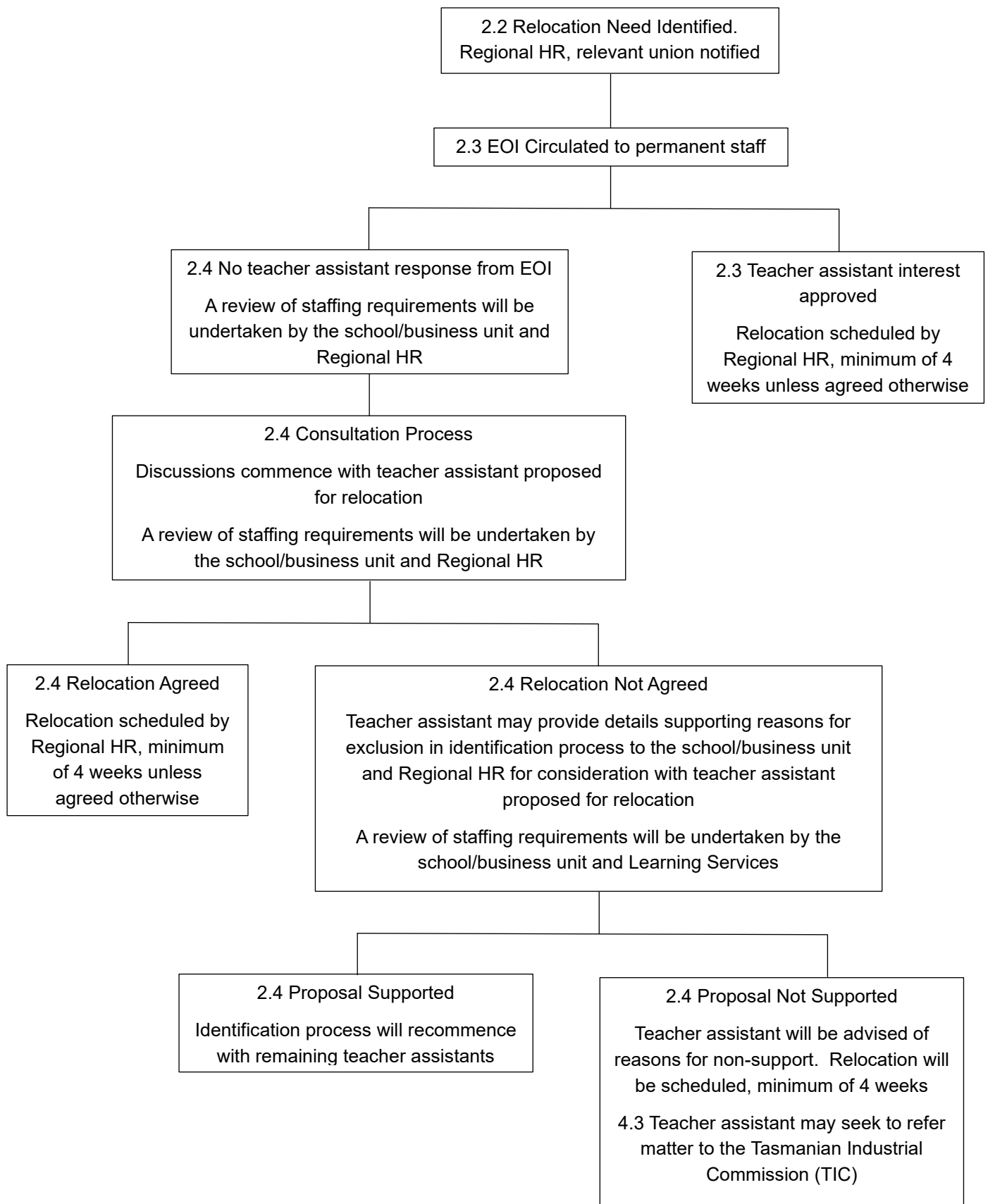
2.3 Review of Decisions

Throughout the consultation process the teacher assistant may have union representation at any relevant discussions.

Where a teacher assistant does not agree to a compulsory placement it is expected that they will provide in writing, details of their position.

The teacher assistant has the right to refer any unresolved grievance to the Tasmanian Industrial Commission (TIC).

2.4 Diagram 1 – Compulsory Placements



3 Related policies

- Nil

4 Related procedures

- Nil

5 Supporting information/tools

- Nil

6 Definitions

- Nil

7 Legislation

State Service Act 2000

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