INFORMATION BOOKLET

Applying for employment as a teacher

SEPTEMBER 2002
APPLYING FOR EMPLOYMENT AS A TEACHER

Thank you for your recent enquiry concerning employment as a teacher in NSW public schools.

The NSW Department of Education and Training provides educational services for more than 760,000 students in a variety of schools ranging from one-teacher schools in remote locations to large metropolitan high schools. More than 50,000 teachers are employed in over 2,200 public schools across the State.

Not only does this great diversity in public schools cater for a wide range of teachers’ interests and talents, it also provides a variety of career pathways through specialisation and promotion on merit.

Should you decide to pursue your interest in teaching in either a permanent or casual capacity in public schools, you will need to complete all the forms enclosed in this package and send them together with all the required documentation to:

teach.NSW
Locked Bag 3003
BLACKTOWN NSW 2148

The document Frequently Asked Questions, is enclosed to assist you in completing your application form.

To gain approval to teach in public schools, the following procedures must be completed:

- a formal assessment of your academic qualifications to ensure that departmental requirements are met;
- an assessment of your personal suitability through attendance at an interview with a senior officer;
- the Working with Children Check which includes a national criminal record check;
- an English language proficiency assessment for applicants who have completed the major part of their qualifications in a country where English is not the main language; and
- a national employment check for those applicants who have worked interstate.

The length of time taken to process your application will be kept to a minimum if you ensure that all essential documentation required by the Department is included at the time you first send in your application form.

The document, Submitting Your Application Form, is enclosed to remind you of the documentation required.
You will also find enclosed a copy of a memorandum on the *Professional Responsibilities of Teachers* which outlines the Department’s child protection procedures and the professional responsibilities of teachers employed in NSW public schools.

Should you require any further information or assistance please contact the teach.NSW customer service line by telephone on 1300 300 498 or by e-mail at teachnsw@det.nsw.edu.au

Yours sincerely

Val Macaulay  
**Director of Staffing Services**  
2 September 2002

- Encl.
FREQUENTLY ASKED QUESTIONS

APPLYING FOR EMPLOYMENT AS A TEACHER

Question 1: What happens if I want to change any of the answers on my application form?

If you make a minor error, liquid paper may be used to correct it. If your error is major, complete a new form.

It is important that you do not fold, or bend or crumple the application form. Use paper clips or fold back clips to attach supporting information. Do not use pins.

Once you have lodged your application, any amendments to your personal details, school preferences or availability date should be forwarded in writing to:

 teach.NSW
 Locked Bag 3003
 Blacktown NSW 2148
 Fax: 02 9836 9767

Please put your full name on any correspondence to ensure that these changes are made to your application.

Question 2: What address do I use on my application form?

Your home address is the address at which you are residing now. Your postal address is where you want the Department to send all your correspondence (including your approval to teach and any written offers of employment). In addition your e-mail address (if you have one) will facilitate communication.

Question 3: Which employment boxes should I select?

If you select the full-time box — you will be issued with an approval for employment as a full-time teacher. This will also allow you to be considered for any permanent full-time classroom teacher vacancy in the subject areas for which you are accredited by the Department. You will be able to apply for advertised classroom teacher positions and to seek casual or temporary work in any NSW public school.

If you select the permanent part-time box — you will be issued with an approval for employment as a permanent part-time teacher. This approval will also enable you to seek casual or temporary work in any NSW public school.

If you are interested in casual or temporary work only — you should select the casual box. You will be issued with an approval for casual and temporary teaching only. If you seek full-time or permanent part-time employment at a later date, a new application form will be required and you will also need to attend another personal suitability interview. Teachers who hold casual and temporary teaching approval only are not eligible to apply for advertised permanent positions.
Question 4: I'm not sure when I'll be available to commence teaching; is it important?

Yes, it is important. Your date of availability will be recorded on the Department's personnel computer system for permanent full-time and permanent part-time employment.

If you are not available to teach immediately you will still be issued with an approval to teach and you will be eligible to apply for any advertised classroom teacher position. However, you will need to let teach.NSW know in writing once you become available to teach in a permanent capacity.

Question 5: Should I list all the courses and subjects I have studied?

No. Indicate the subjects you have studied for three years and two years and your teaching methods. We will be able to refer to your academic transcripts for information about other subjects you have studied.

Question 6: I'm not sure whether or not I should list any special aptitudes?

You should only list aptitudes if you have significant experience in a particular area, which you can demonstrate in your supporting documentation.

School principals often ask for teachers with special aptitudes relevant to the profile of a school and its students (e.g. significant population of students from non-English speaking background).

Question 7: What do I do if I want to list more than 6 areas of expertise?

Use a separate A4 page to list the additional areas of expertise. These areas may for example, relate to particular sporting or musical abilities you have and may assist your appointment to a permanent teaching position.

Question 8: How can I increase my chances of gaining a permanent teaching appointment?

Employment prospects are greater in the western and south-western areas of the Sydney metropolitan area and in the rural areas west of Bathurst, north-west of Tamworth and in the Riverina. In particular you should consider including such districts as:

Albury, Bathurst, Broken Hill, Deniliquin, Dubbo, Griffith, Moree, Orange and Wagga Wagga in rural NSW and Bankstown, Blacktown, Campbelltown, Fairfield, Granville, Liverpool and Mount Druitt in Metropolitan Sydney.

Your employment prospects will be maximised if you indicate on Section 10 of your application form that you are prepared to go anywhere in NSW. There are a variety of benefits applicable to schools in rural and isolated areas of the State. Please refer to the teach.NSW website for more information.
Question 9: There is not enough room to list all my previous jobs, is this important?

You may use your curriculum vitae to summarise your employment experience. The Department can use periods of full-time employment (where you are over the age of 21) to increase your commencing salary. A minimum period of three completed years is required and statements of service or references from your previous employer(s) will be needed to determine your correct salary rate. A review of your commencing salary will be done either when you have completed 10 days of casual employment or when you are appointed to a permanent position.

Question 10: Who should I ask to sign as referees on my Supporting Documentation for Employment as a Teacher form (TE2)?

You should nominate someone of standing in your community as a referee who has known you for at least twelve months and who can confirm the accuracy of the statements you are making on your application. Your parents, spouse, partner or members of your extended family cannot be used as referees. Referees are not asked to comment on your teaching ability.

Question 11: What happens if I decline an offer of permanent employment?

If you decline a permanent full-time or permanent part-time appointment in one of the schools you have listed and you have indicated that you are available to teach, then your priority date will be amended to the date on which you decline the offer.

Question 12: What is my priority date?

Your priority date for employment is the date your application for employment (and supporting documents) is received at teach.NSW.

When vacancies in schools are being filled as part of the annual staffing operation and more than one teacher meets the specific position requirements, the position is then offered to the teacher with the earliest priority date.

For final year teaching students who apply through the Graduate Recruitment Program, the priority date is in most instances 1 December of the year of application.

Question 13: When will I get my letter of approval to teach? (for Graduate Students only)

Provided you have met all other requirements, your letter of approval to teach will be issued during January as soon as the Department receives a transcript from your University which confirms that you have completed all the requirements for the award of your teaching qualification.

Principals of public schools will ask to see your letter of approval before they offer you employment as a casual teacher.

Your casual payroll number, which is commonly referred to as your “teaching number”, will be recorded on your first payroll advice notice.
Question 14: If I see jobs advertised under the **Permanent Employment Program**, can I apply?

You will be able to apply for advertised classroom teacher positions once you receive your letter of approval to teach. Positions are advertised through the Department’s website at [www.jobfile.det.nsw.edu.au](http://www.jobfile.det.nsw.edu.au) and in the government employment section of the Saturday edition of the *Sydney Morning Herald*.

**Question 15: How can I obtain casual or temporary employment as a teacher?**

Generally school principals are responsible for engaging casual and temporary teachers. Periods of employment can range from one day to several weeks to a full school year.

When you have received your letter of approval to teach, you will be able to look for casual and temporary work by contacting the principals of schools in which you would like to teach.

You will also be able to advertise your interest in casual teaching by registering your details on the CasualConnect page of the Department’s website at [www.det.nsw.edu.au/casualconnect](http://www.det.nsw.edu.au/casualconnect).

**Question 16: What information will the Department need from me if I have been charged with a criminal offence?**

If you have been charged with a criminal offence (not traffic offences) you will be asked to explain the circumstances and to provide 2 written character references from people who have known you for 12 months or more. This information and the circumstances surrounding your conviction, will then be reviewed by the Manager of Teacher Recruitment, who may contact you to discuss the matter.

**Question 17: What is a certified copy of a document?**

A certified copy is a photocopy which has been declared by a Justice of the Peace, solicitor or Department of Education and Training officer to be an exact copy of the original.

Justices of the Peace are located at police stations, your local courthouse, pharmacies, post offices and government offices. There is no fee payable for certifying a document.

**Question 18: What if I have any further enquiries?**

teach.NSW customer service staff are available on telephone 1300 300 498 (cost of local call) to answer any general enquiries regarding your application for employment as a teacher.
SUBMITTING YOUR APPLICATION FORM

With your completed application form you will need to provide certified copies* of:

1. your birth certificate or passport or an Australian naturalisation or citizenship document or immigration papers issued by the Commonwealth Department of Immigration and Multicultural Affairs or a current consular photo identity card issued by the Department of Foreign Affairs and Trade in accordance with the document, Identification of the Applicant at Attachment 1.

2. transcripts of your university qualifications (all degrees and diplomas);

3. evidence of your Australian Citizenship or residency visa (if you were not born in Australia); and

4. evidence of any change of name such as a marriage certificate.

* A certified copy is a photocopy which has been declared by a Justice of the Peace, solicitor or Department of Education and Training Officer to be an exact copy of the original.

Copies of all these documents should be attached to your application form (which includes your photograph).

PLEASE NOTE

1. You must provide certified copies of your proof of identity in accordance with the document, Identification of the Applicant.

2. You must also complete and return:
   - The Prohibited Employment Declaration; and
   - The Consent to Screening form.

   These two forms are enclosed in this Information Kit. Your application will not be processed until these documents have been completed.

3. The referee section on the TE2 form must be completed by two people who are not relatives. Please refer to Notes for Applicants and Referees at Attachment 2.
IDENTIFICATION OF THE APPLICANT

Applicants must provide documentation that supports their true identity.

To ensure that applicants identify themselves appropriately they must provide one document from each of list 1 and list 2.

List 1
- full birth certificate (showing parental details);
- an Australian passport or Document of Identity issued by the Australian Passport Office that expired within the last two years;
- a current overseas passport;
- an Australian naturalisation or citizenship document or immigration papers issued by the Commonwealth Department of Immigration and Multicultural Affairs;
- a current consular photo identity card issued by the Department of Foreign Affairs and Trade.

List 2
- a current driver photo licence issued within Australia;
- a current Medicare card, Pensioner Concession Card, Department of Veterans’ Affairs entitlement card or any other current entitlement card issued by the Commonwealth Government;
- a current credit card, or account card from a bank, building society or credit union, or a passbook or account statement up to one year old;
- a telephone, gas or electricity bill up to one year old;
- a water rates notice, council rates or land valuation notice up to two years old;
- an electoral enrolment card or other evidence of enrolment up to two years old;
- an armed services discharge document up to two years old;
- a current student identity card, or a certificate or statement of enrolment up to two years old from an educational institution.

All documents must be originals or certified copies* of the originals. At least one of the documents must show the applicant’s signature and preferably their current address.

Where it is not possible for a person to provide a document from both lists, consideration may be given to alternative proof of identification methods such as a tax file number, reference from a person of appropriate standing in the community or other acceptable documentation.

Please note you will also need to provide any details of change of name or special visa requirements.

* A certified copy is a photocopy which has been declared by a Justice of the Peace, solicitor or Department of Education and Training Officer to be an exact copy of the original.
NOTES FOR APPLICANTS AND REFEREES

Applicants and referees should read these notes carefully before the applicant signs the declaration and the referees sign the endorsement.

Endorsement by referees

Acceptable referees include professional colleagues and supervisors, executive committee members of local community organisations and workplace supervisors outside of teaching. Endorsement by parents, next of kin and extended family members cannot be accepted. Overseas referees are acceptable for teachers newly arrived in Australia.

Applicants and referees should note:

1. Criminal record checks are undertaken nationally on each application for casual or permanent employment. In some instances such checks may preclude employment with the NSW Department of Education and Training.

2. Where employment is declined because of these checks, the applicant’s name (not the reason) will be provided confidentially to principals indicating that they are “not to be employed in any capacity (paid or voluntary work) in the NSW Department of Education and Training”.

3. If a statement by an applicant is found to be misleading and the applicant has been appointed to a position, the appointment may be rescinded.

4. This application will be processed only where certified copies of teacher training and academic qualifications and all other relevant documents are supplied. (A certified copy is a photocopy which has been declared by a Justice of the Peace, a solicitor or a NSW Department of Education and Training officer to be an exact copy of the original.)
MEMORANDUM TO PRINCIPALS

PROFESSIONAL RESPONSIBILITIES OF TEACHERS

During the Royal Commission into the New South Wales Police Service it became evident that some teachers were unclear about their professional responsibilities.

To ensure students in the New South Wales public education system are provided with every opportunity for a quality education in a safe environment it is essential that all teachers are aware of and comply with their professional responsibilities which are outlined below.

Introduction

Teachers have a responsibility to ensure that students gain the knowledge and skills they require to become effective learners and ultimately effective and responsible citizens and understand and appreciate the values and beliefs supported by Australian society.

Teachers also have a responsibility to meet the high standards of professional and ethical behaviour required by the Department, the public, parents and the profession itself.

Teachers undertake this responsibility within the framework of the law and lawful instructions from the employer.

The responsibilities listed below provide guidance for teachers as members of the teaching profession and will assist in giving direction to their interaction with teaching colleagues. They will also guide teachers in meeting the needs of students, in working with parents or caregivers and other staff, in liaising with the public and in being responsible and committed employees of the Department.

Professional Responsibilities

The following statement of professional responsibilities must be adhered to by all teachers.

In carrying out their duties and responsibilities all teacher must:

- be conscious of their special duty of care to the students of the New South Wales public education system in all educational activities in and out of school;
• demonstrate the highest standards of professional behaviour, exercise professional judgment and act in a courteous and sensitive manner when interacting with students, parents or caregivers, staff and the public;

• collaborate in the development of school plans, policies and programs;

• devise and document teaching and learning programs and develop and implement appropriate evaluation mechanisms;

• treat students equitably, including those with disabilities or other special needs;

• meet the individual learning needs of students and assist each student to maximise his or her learning outcomes;

• effectively manage and implement programs for child protection and student welfare;

• undertake appropriate ongoing professional development to promote competence in curriculum development, delivery and evaluation, classroom management and teaching skills;

• comply with legislative and industrial requirements and the Department’s Code of Conduct, policies and procedures;

• be familiar with the provisions of legislation relevant to their official responsibilities;

• comply with reasonable directions given by a supervisor/principal and adhere to official guidelines concerning the performance of their duties;

• implement the priorities of the Department and the school and ensure their professional actions reflect Government and Departmental policy;

• be fair in exercising delegated responsibility and promote personal and professional development of staff;

• perform their duties efficiently and effectively and with honesty, integrity and fairness at all times;

• ensure that decisions are made fairly and conveyed promptly both within the Department and to those students and members of the public who have a right to know;

• use information gained in the course of employment only for proper and appropriate purposes;

• use public resources economically; and
• behave in such a manner as to protect and enhance the esteem and standing of public education. In particular;

teachers must not, under any circumstances, have sexual relationships with students. It is irrelevant whether the relationship is homosexual or heterosexual, consensual or non-consensual or condoned by parents or caregivers. The age of the students or staff member involved is also irrelevant;

teachers must not, under any circumstances, engage in conduct of a sexual nature with a student. Improper conduct of a sexual nature by a teacher against a student includes sexual intercourse and any other form of child sexual abuse (which must be notified) as well as but not limited to the following:

- inappropriate conversations of a sexual nature;
- obscene language of a sexual nature;
- suggestive remarks or actions;
- jokes of a sexual nature;
- obscene gesture;
- unwarranted and inappropriate touching;
- sexual exhibitionism;
- personal correspondence with students in respect of the teacher’s sexual feelings for the student; and
- deliberate exposure of students to sexual behaviour of others, other than in the case of prescribed curriculum material in which sexual themes are contextual;

teachers must not give students alcohol or other drugs, nor are they to encourage or condone the use of alcohol or other drugs by students. They may, however, administer or supervise the administration of prescribed medications consistent with Departmental guidelines.

Teachers must not, under any circumstance, use any form of discipline which involves corporal punishment or engage in any form of behaviour which could cause physical or emotional abuse to student

Would you please ensure that this memorandum is provided to all teachers at the school and that they are aware of and comply with their professional responsibilities.

Ken Boston
DIRECTOR-GENERAL OF SCHOOL EDUCATION
21 August 1997
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