



Department of
Education

Public education
A world of opportunities

APPLICANT INFORMATION



We are the largest public sector employer in Western Australia, our people are our most valuable asset

We provide high quality education for children and young people throughout Western Australia, helping them reach their full potential. We have more than 800 schools in communities across our State – in bustling city and regional centres and in some of the most remote parts of the world.

2019

education.wa.edu.au/careers

Our values

Learning

We have a positive approach to learning and encourage it in others. We advance student learning based on our belief that all students have the capacity to learn.

Excellence

We have high expectations of students and ourselves. We set standards of excellence and strive to achieve them. The standards and expectations challenge all of us to give our best.

Equity

We recognise the differing circumstances and needs of students and are dedicated to achieving the best possible outcomes for all. We strive to create workplaces and learning environments that are free of discrimination, abuse and exploitation.

Care

We treat all individuals with care. Our relationships are based on trust, mutual respect and the acceptance of responsibility. We recognise the value of working with parents/carers and the wider community to provide a high quality education for students.

Integrity

We act with integrity, responsibility and transparency in all that we do.

Respect

We treat everyone fairly, and we treat all schools, school systems and school sectors with respect.

Am I eligible to apply?

Eligibility for employment as a teacher with the Department of Education is subject to:

- appropriate teaching qualification/s
- registration with the **Teacher Registration Board of WA** (full or provisional registration)
- evidence of eligibility to work in Australia (for an immediate start)
- obtaining a satisfactory **Nationally Coordinated Criminal History Check**
- a current and valid **Working with Children Check**.

Qualifications

To teach in one of our schools, teachers who have not previously been employed by the Department, must have either:

- a four year Bachelor of Education; or
- a minimum three year degree followed by an initial teacher education program such as a Graduate Diploma in Education or Master of Teaching.

Check the advertisement carefully to make sure you have the qualifications and skills required for the position.

All teachers must be registered with the Teacher Registration Board of Western Australia to teach in Western Australia.

Getting started



Preparing your application

You will be required to attach a resume, maximum four (4) pages, as well as the required documents listed on page 4.



Your resume and referees

Your resume will need to include:

- a description of your relevant work history, preferably starting with the most recent positions (include dates).
- a brief description of your duties and responsibilities for each job and outline your key achievements .
- your education and training.

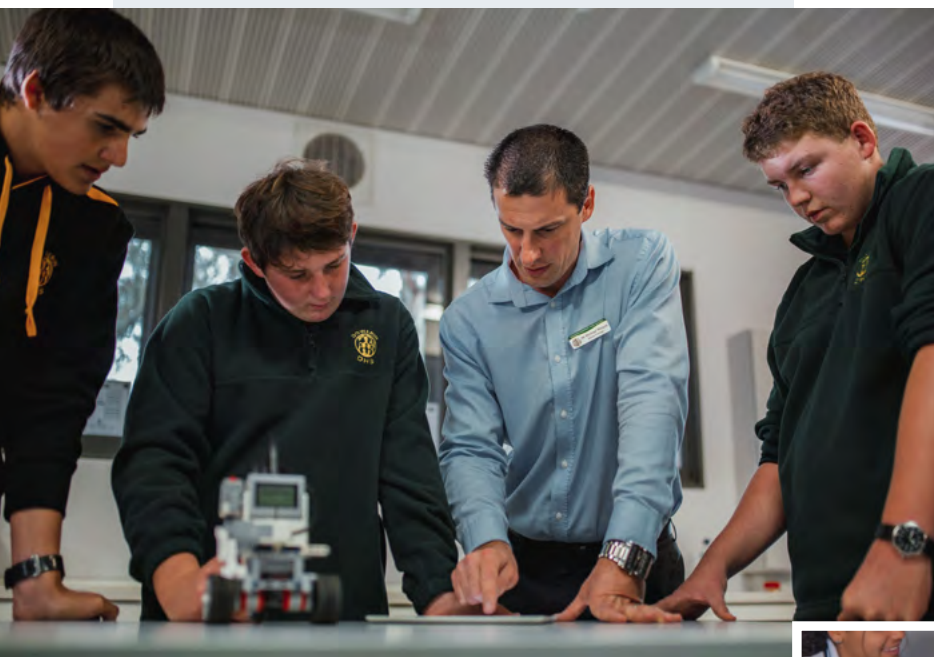
You may like to outline any activities that you have undertaken outside of work which you feel are relevant to the job.

It is recommended that you contact your referees to seek their agreement prior to nominating them.

Check the advertisement carefully. The advertisement will specify how many referees are required and who you should ask. Many selection panels will ask you to include your current line manager as a referee.

Your referees may be contacted at any stage of the recruitment process and you will need to provide up-to-date contact information for this purpose. They will be contacted about your performance in relation to the job related requirements and/or to confirm information you have provided about your previous work experience.

Lodging your application



To apply please click the 'apply for job' button at the bottom of the advertisement on Jobs WA. You will then be asked some eligibility questions and to upload your application (preferably in MS Word or PDF formats).

Before you submit your application, please check to ensure that you have uploaded the required documents. Your application should include:

- an up to date resume
 - the contact details for at least two professional referees. Where possible these should include your current or most recent line manager.
 - Your resume and any additional attachments must be less than 2MB each, with a maximum combined size of 8MB. It is also recommended that attachments be in one of the following formats: MS Word, MS Excel, Adobe PDF, JPEG , GIF.
- academic transcripts indicating your course of study, including copies of undergraduate degrees and any postgraduate qualifications (if applicable). These transcripts must clearly identify:
 - your name
 - university name
 - course name
 - units completed
 - current enrolments/ course completion date.
 - identification (for example, birth certificate, passport, change of name documentation – marriage certificate)
 - evidence of eligibility to work in Australia, including Australian or New Zealand citizenship or Australian work permit (eg citizenship papers, Australian work visa with date of entry - Visa Entitlement Verification Online (VEVO))



We recommend you do not upload Publisher, Zip or password protected files as this will prevent the selection panel from viewing your attachments. Please also note that if your application contains extracted text from the Internet, this text may include “hidden text” or non-printing characters. This “hidden text” in your application document when converted to PDF within the Recruitment Advertising Management System (RAMS) will result in your application appearing as incomplete. You are advised to convert these applications to PDF prior to uploading into RAMS.



If you do not receive a confirmation email, or have difficulty submitting your online application, please contact Staff Recruitment and Employment Services on (08) 9264 4127.



What happens next?

This is a recruitment pool for appointments to be made throughout the 2020 school year. As suitable vacancies arise, you may be contacted to discuss these opportunities in greater detail. Your referees may be contacted about your performance in relation to the job related requirements and/or to confirm information you have provided about your previous work experience. You can accept or decline appointments as offered, and will generally remain in the pool for the school year. If you are appointed to another position in the Department for a period of 12 months or greater you will be withdrawn from the pool. You can also withdraw from the pool at any time.

✓ Pre-employment checks

The Department requires prospective employees who have been selected for employment to consent to the Nationally Coordinated Criminal History Check (NCCHC) and be issued a Screening Clearance Number (SCN).

An SCN is generated by the Department's Criminal Record Information System once the NCCHC has been processed and the person has been cleared.

Nobody is able to commence with the Department until their NCCHC has been finalised and they have been issued with a current SCN (this policy position is known as 'No Screen, No Start').

We do not accept police clearances from any other agency for staff or volunteers; this includes the National Police Certificate which is applied for through Australia Post.



Teachers and school leaders, who are usually screened by the Teacher Registration Board of Western Australia (TRBWA), may be exempted from this process. Check with our Screening Unit to check your status.

In many instances, a **Working With Children Check** (WWC Check) will also be required, depending on the nature and location of the role.

Additional information

For more information about Western Australian public schools, visit **Schools Online webpage**.

For further information about working for the Department of Education please visit our careers website at **www.education.wa.edu.au/careers**

