

RAMS Generated (top of page):

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|------------------------|--|
| Agency Name | Department of Education |
| Division | Independent Public School - XXX Education Region |
| Branch | School |
| Position Title | Position |
| Position Number | 00000000 |
| Classification & Award | [Copy and paste award here] |
| School Logo (URL) | (copy & paste URL address for posting advert) |

Manually Generated (body of advertisement):

School Logo

Advertised Vacancy Number: IPS/DP

Fixed term positions

This is a (X-word) (X) month fixed term, full-time position commencing Term (X), (YYYY) with possible extension and/or permanency

This is a (X-word) (X) month fixed term, part-time (X.XFTE) position commencing Term (X), (YYYY) with possible extension and/or permanency

This is a (X-word) (X) month fixed term, part-time (X.XFTE) position commencing Term (X), (YYYY)

Permanent

This is a permanent full-time position commencing Term (X), (YYYY)

This is a permanent part-time (X.XFTE) position commencing Term (X), (YYYY)

Insert an inviting comment

About the position & what type of applicant we are trying to attract

Examples:

We are seeking an experienced administrator who will work closely with the Principal and members of the administration team to ...

In collaboration with the Principal and members of the administrative team, the Deputy Principal provides educational leadership in the school and the community by developing and promoting the school vision and facilitating workforce effectiveness. We are seeking an individual who...

We are looking for an experienced [type/position] committed to achieving the best educational outcomes for our students. You will work as part of a dedicated team and have the opportunity to make a lasting contribution to our school community...

We are seeking a [type/position] who is flexible, enthusiastic and willing to work collaboratively with....

To be successful in this role, you will be a passionate educator, committed to making a difference in the lives of young people...

We are seeking an individual who inspires passion for learning in others and enjoys a real sense of achievement...

This selection process will initially be used to fill the above vacancy. Applicants assessed as suitable during this selection process may be considered for other similar vacancies that occur throughout our school for up to 12 months following this initial appointment. This includes circumstances where this position becomes subsequently vacant should the successful applicant decline or vacate the advertised position.

To be suitable for this role, you will need to demonstrate the following work related requirements:

[CONFIRM SELECTION CRITERIA IF NOT USING GENERIC JDF]

- Capacity to provide effective leadership in a diverse range of educational settings;

- High level of interpersonal and public relations skills that demonstrate the ability to establish and maintain effective working relationships to achieve planned outcomes;
- Professional knowledge and the ability to apply this knowledge to ensure a high level of educational outcomes for all students (e.g. Aboriginal students, students from diverse ethnic backgrounds and students with special needs).
- Capacity to manage staff, physical and financial resources.

Applications will be assessed against the work related requirements of the position. The business needs of the school may also be considered. It is therefore recommended that you consider all information contained in the advertisement and any other related information before applying for the vacancy.

The Department is an equal opportunity employer and encourages people with disability, Aboriginal and Torres Strait Islander people and persons from culturally diverse backgrounds to apply.

Further information about (insert school name) can be found by visiting (insert school website) or [Schools Online](#)

Additional information about Independent Public Schools is also available [here](#)

For further job related information:

Please contact [Name], [Position Title], by telephoning (08) 9xxx xxxx or emailing xx@education.wa.edu.au

Application Instructions

All applications are submitted online. Select "Apply for Job", at either the top or bottom of this screen and follow the instructions on your screen.

Your application should include: **[red highlighted areas are optional]**

- A **[number of pages]** page statement addressing the Work Related Requirements **[optional to select specific WRR]**, in context of the role and business needs of the branch
- A CV of up to **[number of pages]** pages outlining your employment history and professional learning summary relevant to this position
- The contact details for **two (2)** work related referees (one being your current line manager)

It is recommended you have these documents completed and ready to attach before selecting "Apply for Job".

You are asked to complete an online application form and attach your documentation, please allow enough time to complete this process as applications cannot be accepted after the closing date and time.

After you have submitted your application online, you will receive an email confirming lodgement. If you do not receive a confirmation email, please telephone (08) 9264 4127.

If you are having difficulty submitting your online application, please telephone (08) 9264 8666 for assistance.

ELIGIBILITY

Employees will be required to:

- Provide evidence of eligibility to work in Australia for the term of the vacancy
- hold a recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia;
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountability and Ethical Decision-Making within six months of appointment.

The Department applies a four (4) day breach period to this selection process.

Applications must be submitted before 4.30pm (WST) on Day, DD MMMM YYYY

APPLICATIONS MUST BE SUBMITTED ONLINE

***PROFORMA, FAXED, HAND DELIVERED, POSTED, EMAILED AND LATE APPLICATIONS
ARE NOT ACCEPTED.***