



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?

To be eligible for permanent appointment with the Department of Education, it is essential you are an Australian or New Zealand citizen or permanent resident.

If you do not meet the above requirements, and you possess a visa with relevant work rights, you will only be eligible for fixed term appointments. If you are successful, we will request a copy of your passport so your visa status can be confirmed.

Check the advertisement and selection criteria 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

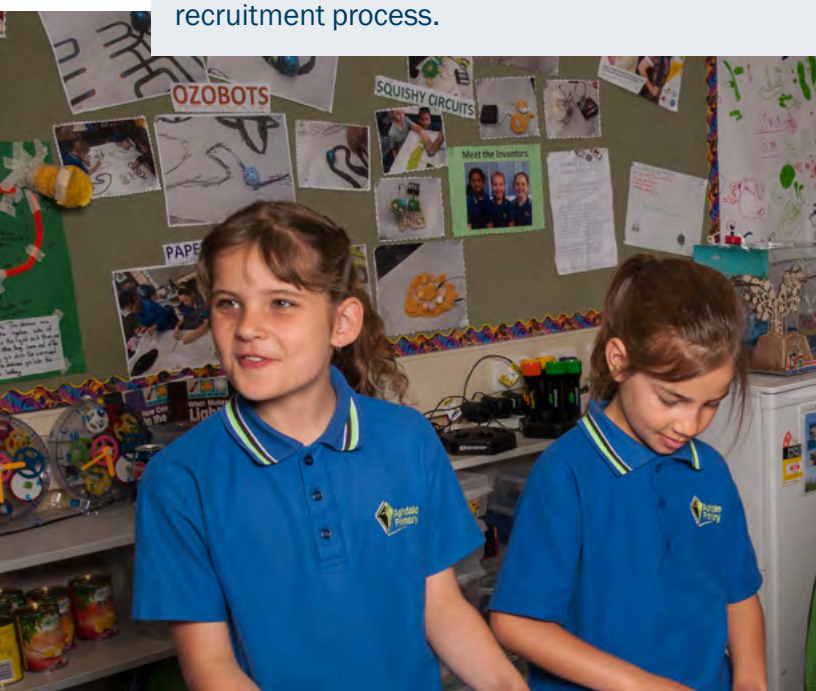


Preparing your application

The job advertisement will describe the application requirements. Most advertisements require you to submit a comprehensive resume as well as a statement addressing role specific criteria.

The selection panel will assess your application to determine whether you will progress to the next stage of the recruitment process.

The panel will consider all the information gathered through the process to determine the most suitable candidate.



Statement addressing the domains of teaching

Your statement addressing the domains of teaching is an important part of your application. Selection panels will consider your responses and the needs of the school and position to determine whether you are a good fit.



Please note that you may be asked to address all of the domains or just one or two. Read the advertisement carefully to find out what you need to do to apply. All of the domains will be assessed during some stage of the process.



Your application should contain examples that best illustrate how your skills and abilities are related to the position you are applying for.



You may wish to use a formula such as the SAO approach (Situation, Action and Outcome) when addressing the job related requirements. Be clear and concise in your statements and provide evidence to support your claims.



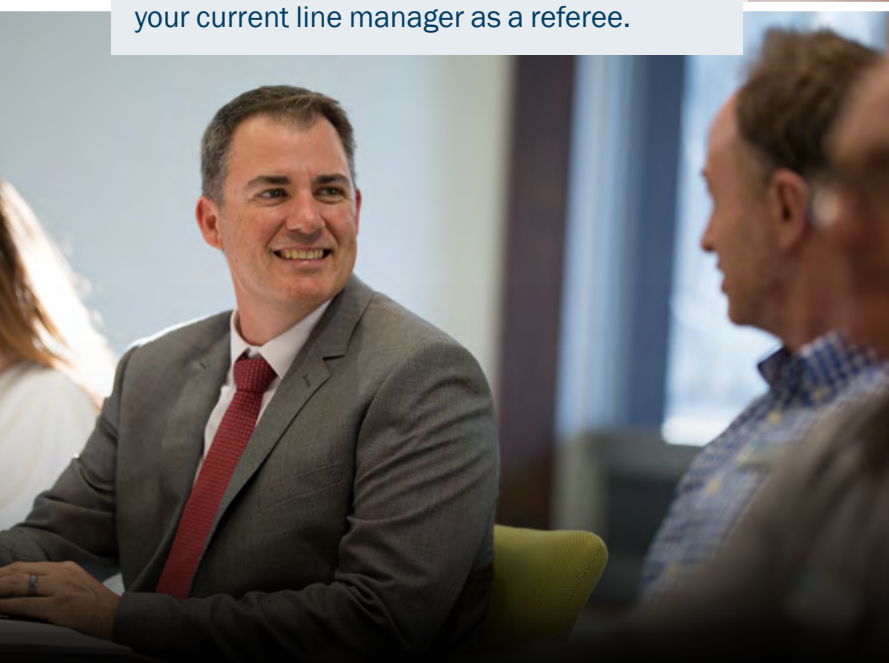
Your resume and referees

Your resume will need to include a description of your relevant work history, preferably starting with the most recent positions (include dates). Where possible include a brief description of your duties and responsibilities for each job and outline your key achievements. Your resume should also include 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. 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.

Check the advertisement carefully. The advertisement will specify how many referees are required and who you should ask.

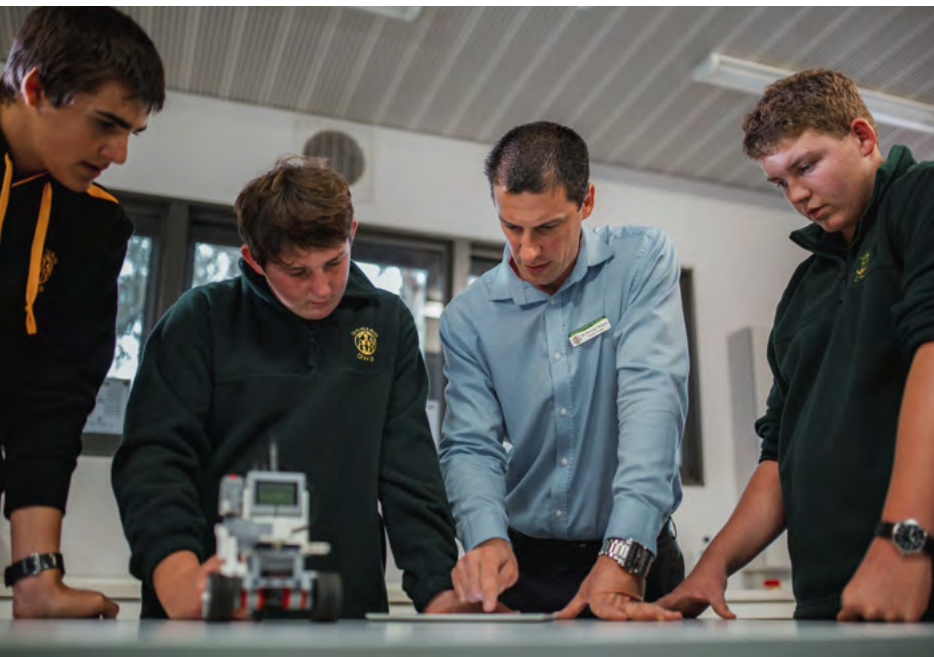
Many selection panels will ask you to include your current line manager as a referee.



Your referees 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.



Remember to check the closing date and time for the job you are applying for. It is up to you to ensure your application is lodged correctly with all attachments and it is received on time.



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).

It is your responsibility to ensure your application is received prior to the closing date. Late applications will not be accepted.

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

- Your statement that demonstrates your competency against the domains of teaching
- Your resume outlining your employment history and professional learning summary relevant to the position
- If applicable, a copy of your current working visa.

Your resume, covering letter 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.



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.



Selection/Assessment process

After assessing your application you may progress to the next stage of the process. In many instances this will involve attending an interview. Other methods may be used including:

- feedback from referees
- delivering a presentation
- work/skills based exercises or previous work samples.



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.

Preparing for an interview

Questions asked at interview will relate to the work-related requirements of the position.

You may wish to:

- re-read the Job Description Form, the work related requirements and your application
- consider how you would undertake the duties of the position and how you might resolve any problems

- think of examples where you have applied relevant skills and abilities in a similar role or situation
- ensure you are on time for your interview.



At the interview

- Use your time carefully to answer each question. Present your answers clearly and concisely, by providing detailed examples of how and what you did to achieve the desired outcome.
- Respond with enough detail and with examples which demonstrate your suitability for the position. This is particularly important even where you have worked with members of the panel before.
- Remember that you are welcome to ask any clarifying questions and/or any questions you may have about the role or workplace.



What happens next?

The panel will consider all the information gathered to determine which applicant(s) best meet the work related requirements.

Feedback

At the conclusion of the selection process you will be notified of the outcome and you have the opportunity to seek feedback. Feedback may be valuable when you are applying for future positions.



Breach process

When you are notified of the outcome of the selection process you will receive information about your opportunity to request a review of the process.

It is important to note this is not an opportunity to review the reasons you consider yourself to be more competitive than the selected applicant(s).

If you are of the opinion that any of the process compliance requirements were not met, you may lodge a formal application for review of this process. You are encouraged to discuss your concerns with the contact person prior to lodging a formal application for review.

✓ 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 specific information about the position please contact the person nominated in the advertisement in the first instance. For more information about Western Australian public schools, visit [Schools Online webpage](https://www.schoolsonline.wa.edu.au).

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