



Department of
Education

Applicant Information – Pre-Service Teacher Fixed Term Pool

There is opportunity for you to gain valuable classroom experience, make new professional connections and earn while completing your studies.

If you are interested in teaching while you finish your teaching degree, please read the following information before you submit your online application to the Pre-Service Teacher Fixed Term Pool.



Getting started

We are seeking pre-service teachers in the final year of completing an Australian teaching qualification (Bachelor of Education or Master of Teaching) interested in teaching part-time (up to 0.8FTE) in Western Australian public schools in 2024.

Here's how it works.

Step 1 – Preparing your application

Have the following documents ready:

- **Identification** as proof of residency and/or eligibility to work
- **CV/Resume**, Please use the CV/resume template located at the bottom of the job advertisement. Include the contact details of two referees and your email address (see later in this guide for help with preparing this).
- Evidence of **enrolment at an Australian University** and your current **academic transcripts** that identify your achieved credit points and professional experience units (practicums)
- **Statement of Literacy and Numeracy Test Results** indicating you have **achieved** the test standard for both

Step 3 – Getting hired

If your eligibility is confirmed, you will be notified and placed in this pool so schools whom you have nominated in your preferences will be able to consider you for their vacancies.

If you accept an employment offer, the school will work with you to lodge an application for Limited Registration from the Teacher Registration Board of Western Australia. Your limited registration will be based on your qualified area to teach.

Step 2 – Submit your application

Once you have your documents ready, submit your application through **JobsWA**.

To apply, please select the '**apply for job**' button at the bottom of the advertisement. Here, you will complete the application form, and attach your documents.

You can nominate regions and schools where you would accept a teaching position. Schools will only be able to consider applicants who nominated them.



Our values

Our people are guided by our shared values, and embody them in their work and interactions with students, parents and carers, each other and our wider communities. You are encouraged to familiarise yourself with them, and represent them in your communications with us.

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 apply for the Pre-Service Teacher Fixed Term Pool 2024, you need to be in your final year of an early childhood, primary, or secondary teaching qualification (Bachelor of Education or Master of Teaching) at an Australian university in 2024.

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

- residing in Western Australia
- providing evidence of eligibility to work in Australia (for an immediate start)
- providing a current and valid **Working with Children Check**



Ready to Apply?



Preparing your application

You will be required to attach the completed CV template, as well as the information set out on page 6.

Providing a CV/Resume

We have attached a CV/Resume template that we would like you to use. It provides an easy and clear template guide of the information that principals need access to.

It is important that it is concise enough that Principals can get a reasonable sense of who you are as a professional, to consider how you might complement their current staff, and the needs of the school.

Where you are able, set aside time with an academic colleague, mentor teacher or principal to work through your CV with them. It is recommended that you contact your referees to seek their agreement prior to nominating them to provide a reference for you.

A note on referees

It is important that you select referees that can accurately comment on your skills and abilities relevant to teaching.

Consider asking a mentor teacher from a previous practicum if they would be willing to be your referee.



Lodging your application



Job application checklist

If you have not applied to a position on *JobsWA* before ensure you set aside enough time to complete the online application process.

We recommend you do not upload **Publisher, Zip** or **password protected files** as this will prevent access to your attachments. You are advised to convert these documents to *PDF* prior to uploading into *JobsWA*.

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 will result in your application appearing as incomplete.

To help you, we have pulled together some simple things you should check before submitting your job application.

- Identification (ie birth, certificate, current and valid passport, change of name document, marriage certificate)

- Statement of Literacy Test Result and Statement of Numeracy Test Result for the Literacy and Numeracy Test for Initial Teacher Education Students (LANTITE)

Attach all other documents

- The completed CV template.

- Academic transcripts – copies of undergraduate degrees or postgraduate qualifications, including **credit points** and **professional experiences**.

- A copy of your *Working with Children Check* card or application receipt.

- Evidence of eligibility to work in Australia – Australian work visa or VEVO, if necessary.

- Attachments must be less than 2MB each, with a maximum combined size of 8MB.

We will email you if we need any further information to process your application.

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