Department of
Education
GOVERNMENT OF
WESTERN AUSTRALIA

Shaping the future

Applicant information
Applying for advertised positions

This document outlines the information you need to know before applying for a position in our schools. It should be read in conjunction with the job advertisement of the vacancy you are applying for, including any attachments. Please read through it carefully.

Contents

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 our values and represent them in your communications with us.

Getting to know us

As the largest public sector employer in the State, our people are our most valuable asset. With more than 800 schools and workplaces in communities across our state – in bustling city and regional centres and in some of the most remote parts of the world – there are opportunities for you to make a real difference in students' lives.

We provide high quality education for children and young people throughout Western Australia and our students' needs are at the centre of everything we do. Student learning and achievement is significantly impacted by the quality of teachers, principals, and support staff. It is because of this that we strive to recruit the best candidates.

We are committed to recruiting and maintaining a diverse workforce and encourage applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds and people with disabilities.

Integrity

Integrity in our recruitment practices

As a public sector agency, we are supported by legislation to guide our practice. The way we choose our staff is transparent, fair, and free from bias and patronage. Our practice and policies support this.

Find out more about the Public Sector Standards in Human Resource Management.

We generally apply a four (4) day breach period to selection processes, but please check the job advertisement carefully as this may differ for each vacancy. You may consider lodging a breach claim where you believe we breached one of the Public Sector Standards in Human Resource Management (other than the discipline standard), and that you have been adversely affected by this. You will be given information about the breach period at the conclusion of the recruitment process.

Find out more about breach of standard claims or contact our Workforce Policy and Coordination team on (08) 9264 5081.

Integrity in your application

We expect that you will act with integrity through all aspects of the recruitment and selection process. This means that your application is free from plagiarism, and that you represent yourself with honesty.

Be mindful of conflicts of interest when selecting referees. These can be perceived or actual. While it is normally recommended that you don't nominate a family member or close friend, due to the perceived conflict of interest, at times this may unavoidable.

Where this happens, you are encouraged to disclose this to the panel. Similarly, your referee may be part of the selection panel, or you may have a family or other relationship with a panel member. When considering nominating colleagues where there is a perceived or actual conflict of interest, it is important that you advise them you have nominated them, so they are able to declare this conflict when participating in the process or providing a reference for you.

Eligibility

The Department has specific eligibility requirements for each job. The vacancy for which you are applying outlines these requirements. The following requirements must be met and maintained if you work at one of our schools:

- Working rights (including any visas)
- Criminal screening and other probity checks
- Working with Children Checks for child related work
- Qualifications and essential requirements for some roles.

Working rights

At the time you begin working for us, you must have appropriate working rights. To be appointed to a permanent position, you must hold permanent residency and/or Australian citizenship. You must be able to achieve and maintain this yourself. Visa sponsorship is not available at this time. Non-permanent residents with working rights, and temporary visa holders with working rights are eligible to be appointed to fixed term (temporary) positions. Some visas restrict the number of hours you can work, or the locations you can work in.

Please check this carefully before applying. It is your responsibility to maintain appropriate working rights while you are employed with us. If your situation changes, you must update us immediately.

Find out more about working rights, visas, and your personal situation through the Department of Home Affairs.

Criminal Screening and Integrity Checks

We have a strict 'no screen, no start' policy, requiring all prospective employees to have screening clearance prior to commencing employment with us. This is in the form of a screening clearance number (SCN), which is only granted when you have cleared the *Nationally Coordinated Criminal History Check* (NCCHC).

Find out more about our screening process

Find out more about the Nationally Coordinated Criminal History Check

Working with Children Checks for child related work

You will be required to demonstrate that you hold a valid Working with Children Check while you are engaged in child related work. You do not need this to apply for positions but must have applied for it at the time of commencement and maintain it during your employment.

Working with Children Check applications are received and processed by the Department of Communities.

Find out more about applying for a Working With Children Check

Qualifications and essential requirements for some roles

We will include information in our job advertisements and job description forms (JDFs) where there is a requirement for you to hold a particular qualification or registration to be appointed to the position.

We require our teachers to hold a recognised teaching qualification to be employed in our schools, including relief teaching, and be registered with the Teacher Registration Board of

Western Australia.

Teaching qualifications must be a four-year Bachelor of Education, or a three-year (minimum) degree, in conjunction with a Graduate Diploma of Education, or a Master of Teaching delivered at Australian Qualifications Framework level 8 or above.

Find out more about the Teacher Registration Board, teacher qualifications and the Australian Qualifications Framework.

Submitting your application

Our job advertisements provide an overview of the vacancy, the requirements of the role, and what you need to submit as part of your application. Please read this carefully, as it maybe different for each vacancy.

The job advertisement will also outline the closing date and time, by which the application must be received. Please note that this is in Western Australian time (GMT+8), so if you live outside of Western Australian, use your local time to convert it. We encourage you to have your application completed, and copies of your attachments ready, before you commence your application. You may find it useful to set up a profile ahead of time. Please be aware that applications may take some time to submit, so we encourage you to leave enough time to do this. Applications received after the closing date and time will not be accepted.

If you are having difficulty submitting your online application, please contact please contact us on 08 9264 8666 for assistance.

The Selection Process

Selection panels understand that it can be difficult for you to include the level of detail you may want in your application. To assess applicants more fully, selection panels – normally three to four people, with a balance of gender, who have knowledge of the role – will generally shortlist those who are most competitive for further assessment. They may then assess you further through other methods.

Some of these may include:
- An in-person interview
- A phone or online interview
- A conversation with your nominated referee
- Examples of your work
- A presentation – either in person or on video
- Aptitude test
- Psychometric test
- Task based assessment

Be assured that all the selection criteria will be assessed at some point through theselection process.

When a selection process is finalised, the panel will prepare a report detailing the process and the recommended applicant/s. Once this is completed, you will be notified of the outcome.

You are encouraged to seek feedback on your application and assessment, as this can assist you in preparing future applications.

Equity and Diversity

We are committed to an inclusive and culturally responsive workforce reflecting the diversity in our schools and the Western Australian community. We welcome and encourage applications from Aboriginal and Torres Strait Islanders, young people, people of diverse sexualities and genders, people with disability, and people from culturally and linguistically diverse backgrounds.

Explore our Equity, Diversity and Inclusion Plan 2021-2025 for more details.

Building Leadership Impact

We are committed to building the leadership capability of our people. For more information, please visit Building Leadership Impact.

The leadership context for this role is Executive Leader.

Subsequent Appointments

Suitable applicants may be considered for similar vacancies arising within the next 12 months following this selection process. This may include circumstances where the successful applicant declines or vacates the position.

Applications for this position close: 4.30pm (AWST) Friday 6 December 2024

For further information about working for the Department of Education please visit our careers website.