

APPLYING TO TEACH WITH US

Submit an application to the NSW Institute of Teachers

The NSW Institute of Teachers was established through the Institute of Teachers Act 2004 to support quality teaching in all NSW schools. Its aim is to advance the status and standing of the teaching profession.

The Institute has been established as an independent statutory authority to oversee a system of accreditation and recognition of teachers' professional capacity against professional standards. It also provides a process for the profession to influence the quality of teacher training and continuing professional development.

Under the Institute of Teachers Act 2004 all new scheme teachers* will need to be provisionally or conditionally accredited before they may be employed to teach.

* All teachers who were employed for the first time in NSW after 30 September 2004, or who are returning to teaching after a break of five years or more after this date, are considered new scheme teachers.

Most new teacher education graduates will be new scheme teachers.

From 2009, new scheme teachers not already accredited must apply to the NSW Institute of Teachers for eligibility for initial teacher accreditation. All new scheme teachers must apply to the Institute for an assessment of their qualifications.

To apply for an assessment of eligibility for accreditation, go to the NSWIT website at www.nswteachers.nsw.edu.au/Teachers-Accounts.html.

Submit an application for the 2010 Graduate Recruitment Program

Teachers seeking approval to teach with the NSW Department of Education and Training must submit an application at www.teach.nsw.edu.au/apply. Our electronic application for teaching facility presents an intuitive interface. You will find the system quite user-friendly. Throughout the application, you will be guided by user help elements such as drop down lists, hover text and pop-up help.

Completing your online application

Before you start your application have all your documentation (e.g. identification, visas, etc) ready to use.

- Please use an appropriate password and not something that will demean you and your application.
- You must save your application at the top of every page into which you have entered data; if you move forward without saving that data will be lost.

- Do not use the BACK button. On the left hand side of the screen is a facility to navigate through the pages of your application.
- Do not create multiple applications. Once you start your application you don't have to finish it all at once. You can come back and finish it at a later date, until you hit the submit button, by retrieving your application using your application ID and password. You can still amend parts of your application even after you have submitted it.
- Do not use full capitals throughout your online application.
- Ensure that you select the correct recruitment program as choosing the wrong program initiative will delay the processing of your application:
 - Accelerated Teacher Training is for Department sponsored ATTs only. Self funded ATTs must select GRP
 - Scholarship Program is for holders of Department sponsored teacher education scholarships and Enhanced Teacher Training Program scholarships
 - Graduate Recruitment Program - all other applicants should select this option.
- Make sure you select your correct title.
- You must apply using your legal name. You may enter your preferred name in another field.
- Previous names - you must include all previous names and aliases used.
- It is essential that you keep your contact details up to date at all times as they are used by the Department when offering employment. For "postal address" you may wish to enter the details of your parents if they are unlikely to move, and who would be able to contact you if we can't. You can update your contact details anytime after you have submitted your application by retrieving your application using your application ID and password.
- The mobile phone number and email address you provide will be our primary method of communication with you. Please ensure that your email inbox is not full and check it regularly.
- Current Academic Studies – you should enter the studies you are completing in Semester 1 and, if applicable, Semester 2 this year. If you have completed a degree and are currently completing teacher training, enter your teacher training here and enter your completed degree under the question related to Completed Academic Studies.
- Employment Availability – this date is very important as it determines the positions for which you may be considered. If you are going to be available for



permanent employment from the beginning of the 2010 school year, enter this date as 01/01/2010. Mid year graduates who are available for a semester two, 2009 appointment should enter 01/07/2009.

- If you are going to be taking time out before you start your permanent teaching career it is recommended that you continue the application process and enter the date you intend to be available in the future or make your employment application inactive by emailing teach.NSW at grp@det.nsw.edu.au. Once you have a teaching approval an inactive application does not preclude you from working as a casual teacher, nor does it affect your priority date for permanent employment.
- Preference List – If you select “anywhere in the State” you will be considered for employment in every school in the whole State, appropriate to your qualifications. If you select a whole school staffing area you will be considered for every school in that staffing area appropriate to your qualifications.
- You will maximise your opportunities for employment if you select “anywhere in the State”. However, your preference list should only include school staffing areas or schools in which you would like to be considered for appointment.
- Declaration by applicant – Please read this section carefully and ensure that you have provided accurate and honest responses to each item. The Department undertakes employment screening checks including a criminal record check on all applicants, with any criminal matters revealed by this check considered on a case by case basis.

Amending your online application

You can make changes to your online application at any time before you submit it.

You should take care in entering your details. Once you have submitted your application, the following applies:

Should you change your personal email address and/or your mobile phone number, you must update these details on **both** the online application system and via the DET Portal. Remember that the mobile phone number and email address you provided via the online application system will be used to advise you of classroom teacher vacancies that match your employment criteria.

- To update your details on the DET Portal, log onto the Portal at portal.det.nsw.edu.au using your DET UserID and password provided to you by email when you first registered your details on the application system. Go to ‘My Profile’ then select ‘View/Update My Personal Attributes’, and from there update your personal email and mobile details. If you haven’t already done so, you should also ensure that you have established a secret question and answer on the Portal in case you lose your password details.
- To update your details on the online application system, retrieve your application at www.teach.nsw.edu.au/apply using your DET UserID and password. To change any of your contact details including your email address and mobile telephone number, click on MY ACCOUNT at the top right hand side of the page.

If you wish to make changes to your location preferences before your GRP interview, retrieve your application and click on the AMEND DETAILS button at the bottom of the page. If you wish to make changes after your interview, you will need to send an email to grp@det.nsw.edu.au. You must clearly indicate the staffing areas and/or schools that you wish to add or delete.

Other changes, including employment availability, may be requested by sending an email to grp@det.nsw.edu.au.

Please include your full name and application number on any correspondence to ensure that changes can be made to your application. Please indicate 'Changes' in the subject line of your email.

Contacting us

- Before sending us an email enquiry please refer to the Frequently Asked Questions (FAQs) section on our website.
- If emailing, always include a meaningful subject heading that reflects the nature of your enquiry. Always provide your full name as it appears in your online application and quote your application ID in any communication you have with us.
- With more than 5,000 graduates expected to apply for employment, delays in responding to your enquiry may occur. Please do not send multiple enquiries. We will respond as soon as we can.

Send supporting documentation by post

Your application for employment as a teacher in NSW public schools must include your passport size photograph glued to the cover sheet, and the following documents. At least one of the documents must show your signature and your current address.

Original documents (Photocopies are not acceptable)

- Completed and signed Prohibited Employment Declaration and Consent to Employment Screening forms
- Two completed and signed Declaration by Referee Regarding Teacher Employment Application forms (one to be completed by each of two referees)

You will receive these proformas as attachments in your Acknowledgement of Submitted Application email, which will be sent after you have submitted your online application for teaching.

Certified copy (A certified copy is a photocopy which has been declared by a Justice of the Peace, solicitor or Department of Education and Training officer to be an exact copy of the original)

- Two forms of proof of identity totalling 100 points (see page 14)
- Evidence of change of name where any of the documents you supply are in a name other than the one used for your application
- For students not born in Australia, evidence of Australian citizenship or permanent residence or visa permitting employment
- Academic transcripts of: completed degrees or other tertiary qualifications; or results to date for current degrees, or other tertiary qualifications (internet extracts can be accepted if certified by the university)
- Birth certificates for children where you are claiming credit for child rearing, if applicable.

Acceptable documentation for proof of identity 100 point check list

You must provide documentation that supports your true identity. To ensure that you identify yourself appropriately you must provide 100 points of identification.

70 points

Name of applicant verified from one of the following (only one document from this list may be counted):

- Birth Certificate
- Birth Card issued by the NSW Registry of Births, Deaths and Marriages
- Citizenship Certificate
- Current Australian passport
- Expired Australian passport which has not been cancelled and was current within the preceding 2 years
- Current passport from another country or diplomatic documents.

40 points

Name and photograph/signature of applicant verified from one of the following (more than one document can be counted):

- Current driver photo licence issued by an Australian state or territory
- Identification card issued to a public employee
- Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit
- Identification card issued to a student at a tertiary education institution.

35 points

Name and address of applicant verified from any of the following (more than one document can be counted):

- Document held by a cash dealer giving security over property
- A mortgage or other instrument of security held by a financial body
- Council rates notice
- Document from current employer or previous employer within the last two years
- Land Titles Office record
- Document from the Credit Reference Association of Australia.

25 points

Name of applicant verified from any of the following (more than one document can be counted):

- Current credit card or account card from a bank, building society or credit union
- Local council rates notices

- Current telephone, water, gas or electricity bill
- Foreign driver's licence
- Medicare Card
- Electoral roll compiled by the Australian Electoral Commission
- Lease/rent agreement
- Current rent receipt from a licensed real estate agent
- Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years
- Records of a professional or trade association of which the applicant is a member.

Remember:

- Documents sent to us will not be returned
- Glue your photograph securely
- Do not staple your documents

Please ensure that these documents are forwarded to teach.NSW with the online cover sheet in the reply paid envelope or to GRP 2010, Locked Bag 3020, Blacktown NSW 2148, as soon as possible after you submit your application for employment as a teacher online. Processing of your application cannot proceed without these documents.

The closing date for applications for the DET's Graduate Recruitment Program is 4 May 2009.

Attend a graduate recruitment interview

Your interview is an important part of the application process to get you started on your career as a teacher in public education.

We wish you all the best in your interview, and look forward to welcoming you in your new career as a NSW public school teacher.

Booking an interview

You will need to submit your online application before booking your interview.

Interviews for final year teacher education students are conducted at various locations across NSW and the ACT.

Regular interview bookings are made online. You will need to retrieve your application using your application ID and password.

If you require an interview under the Aboriginal Initiative you will need to send an email to us at grp@det.nsw.edu.au and we will book your interview time and date. In the email advise us which venue you prefer.

You should take particular care in booking your interview time. Any changes may lead to delays in processing your application. If you have a genuine need to change your interview time, you will need to do this online. It is not possible to cancel or change an existing booking within three days of the interview date.

At the time you make your booking, you should make a record of your interview date, time and venue to ensure you keep your appointment.

When to book for your graduate teacher recruitment interview

If you are completing:

- your studies mid-year, book an early interview date in June
- an integrated course e.g. Bachelor of Teaching, Bachelor of Education, combined Bachelor degree/Bachelor of Teaching or Master of Teaching, book an interview date at a location to suit between June and September
- a one or two year 'end on' course e.g. Graduate Diploma in Education, book a later interview date (September) to ensure you have completed at least one professional experience.

If you are studying by distance education, you should apply to attend your interview at a location closest to where you live.

Interview spaces at venues are limited. If all interview times are filled at one venue, you will be required to attend an interview at an alternative location.

Information provided to the interview panel

The interview panel will need to verify your identity prior to interview. You must bring photo identification to the interview, such as a valid drivers licence, passport or student ID card.

The professional experience reports are an important part of your application. Please bring to the interview certified copies of your professional experience reports.

You will also need to bring a completed supporting statement addressing the set criteria. The supporting statement should be prepared from the PDF or Word template document provided which may be downloaded from the website at www.teach.nsw.edu.au/grp.

In your supporting statement you should describe your personal qualities, teaching expertise, knowledge of curriculum and teaching methods, leadership abilities and specialist skills as they relate to teaching.

Your statement must not exceed the space provided.

In addition, you need to complete the applicant details page and sign and date the statement before the interview.

The interviewing panel

Members of the interviewing panel will be experienced teachers.

The interviews are scheduled to last for approximately 30 minutes. Following the interview, the panel will consider your responses and your supporting documents and, based on these, will make a recommendation.



Tips for the Interview

- The interview is your opportunity to show your skills and talents.
- Wear something comfortable and appropriate to project a professional image.
- Be sure of the location for your interview and plan to arrive at least 10 minutes before the scheduled time.
- When you arrive, register with the on-site coordinator.
- Remember to bring all the necessary documentation.
- **Relax.** The people doing the interviews will be keen to meet you and discuss your application.
- You will be asked a range of questions related to the selection criteria. It may be useful for you to consider possible responses to questions that could be asked from this list of criteria.
- You may find it useful in preparing for your interview to view current syllabus and curriculum documents on the Board of Studies website. For information about the secondary syllabus go to www.boardofstudies.nsw.edu.au and for primary requirements go to www.k6.boardofstudies.nsw.edu.au.
- For a general overview of child protection policies and procedures, go to www.det.nsw.edu.au/policies.
- Websites in general have valuable information that could help you prepare for your interview. Go to www.schools.nsw.edu.au, www.det.nsw.edu.au and www.nswteachers.nsw.edu.au.

Selection criteria

Candidates for graduate teacher recruitment will need to demonstrate competencies as graduate teachers in relation to the NSW Institute of Teachers Professional Teaching Standards. For more information about the Professional Teaching Standards, go to www.nswteachers.nsw.edu.au.

The Professional Teaching Standards form the basis of the selection criteria and interview questions.

The Framework of Professional Teaching Standards includes three teaching domains and seven elements.

PROFESSIONAL KNOWLEDGE

Element 1: Teachers know their subject content and how to teach that content to their students

You may be asked questions about your:

- understanding of current Board of Studies syllabuses and the Department's guidelines on curriculum content and teaching methods
- ability to plan lessons in accordance with the educational needs and individual learning styles of students
- competence in integrating information technology in learning and teaching.

Element 2: Teachers know their students and how they learn

You may be asked questions about your:

- understanding of students' welfare and their learning
- ability to cater for the individual needs of all students in a just and equitable manner
- ability to improve learning outcomes by motivating all students through the application of a wide range of teaching approaches and strategies.

PROFESSIONAL PRACTICE***Element 3: Teachers plan, assess and report for effective learning***

You may be asked questions about your understanding of the role of monitoring, assessment and reporting to enhance learning outcomes, including outcomes in literacy and numeracy.

Element 4: Teachers communicate effectively with their students

You may be asked questions about your ability to use the English language effectively in oral and written communication.

Element 5: Teachers create and maintain safe and challenging learning environments through the use of classroom management skills

You may be asked questions about your:

- capacity to establish and maintain a purposeful, interesting and challenging learning environment for all students
- capacity to create an environment of respect and rapport
- skills in conflict resolution.

PROFESSIONAL COMMITMENT***Element 6: Teachers continually improve their professional knowledge and practice***

You may be asked questions about your:

- understanding of the role of critical reflection and feedback in relation to teacher performance
- awareness of the need for ongoing professional development
- ability to embrace educational innovation and change.

Element 7: Teachers are actively engaged members of their profession and the wider community

You may be asked questions about your:

- ability to recognise and appreciate the values held by students, families and the community in relation to the role of a teacher
- understanding of the importance of leadership skills in the teaching profession
- contribution to groups such as students' representative councils, social organisations, sporting associations or community.

Apply for interim casual approval

When you have successfully completed all your professional teaching experiences (including internship), you can apply for an interim casual approval.

- Submit a copy of your final professional teaching experience report by fax on 1300 654 339 or by post to GRP 2010, Locked Bag 3020, Blacktown NSW 2148. You will need to indicate your full name and application number.
- Retrieve your application online at www.teach.nsw.edu.au/apply using your DET UserID and password
- Click on 'Request Interim Approval' and follow the prompts.

If you have requested interim approval online and meet eligibility requirements including the provision of all documents, a clear employment screening check and a completed final year professional experience report, we will process your approval and forward it to you as soon as possible.

An interim casual approval is not issued immediately. Your file must be checked to confirm you have met all requirements before it can be issued.

We will send you an email with a copy of your approval to download and print.

If you have requested your interim approval online and have a firm offer of employment in a NSW public school, forward an email to teach.NSW at grp@det.nsw.edu.au under SUBJECT: FASTRACK INTERIM REQUEST.

Apply for teaching jobs

Once you have submitted your application for graduate teacher recruitment, you are also eligible to apply for advertised permanent teaching positions. These vacancies are published on Wednesdays at www.jobs.det.nsw.edu.au. If you are the successful applicant for an advertised position, your appointment is subject to you fulfilling all recruitment requirements prior to your entry on duty.

Casual and temporary teaching opportunities are advertised weekly at www.teach.nsw.edu.au/vacancies. Many principals use this site to source teachers for temporary employment of up to 12 months to cover the long term leave of permanent teachers so it is worth checking this site regularly.

You may also apply for casual teaching jobs by contacting schools individually and advising them of your availability to teach.

An interim casual approval is issued whilst the DET is awaiting advice from the NSW Institute of Teachers that you have completed all course requirements. This enables you to teach casually. You will be paid at a rate one level below your beginning salary as a new graduate, until you receive your full approval to teach. When you receive your full approval to teach, you will receive back pay for any work undertaken after the date stated on your approval letter as your priority date, usually 1 July for mid year finishers and 1 December for end of year graduates.