



ACT
Government

Education and Training

Information package for Classroom Teacher Applicants

Introduction:

The Education and Training Directorate works in partnership with the community to provide school education and training services to meet the needs of the people of Canberra.

Directorate services include the provision of public school education; registration of non-government schools; registration for home education; planning and coordination of vocational education and training; and provision of preschool and early intervention education programs. Through these services the Directorate aims to improve learning outcomes for all students and trainees.

The Directorate is nationally recognised for its excellent standards and high quality teaching. Selection of the best people to fill classroom teacher positions is fundamental to maintaining these high standards and promoting continuous improvement.

Selection is made without discrimination as prescribed under the ACT *Discrimination Act 1991*. Arrangements for the conduct of the selection process should not discriminate in any way. The Education and Training Directorate is committed to being an organisation that fully supports equity and diversity principles and practices in all its workplaces. The Directorate recognises that integrating equity and diversity practices into core directorate activity contributes positively to productivity.

Applicants new to the ACT Government Public Education Sector:

- The Education and Training Directorate is committed to employing quality teachers including new educators and Aboriginal/Torres Strait Islander applicants.
- To be eligible for appointment as a classroom teacher in ACT Public Schools an applicant must hold either an Australian bachelor degree (or a qualification assessed as comparable) plus at least one year of tertiary level pre-service professional school teacher education; or an integrated degree of at least 4 years duration or part-time equivalent (Australian bachelor degree or a qualification assessed as comparable) including at least one year of pre-service professional school teacher education.
- All applicants working or seeking to work in a teaching position/role in the ACT must be registered with the **ACT Teacher Quality Institute**. Registration processes and conditions can be found on the website <http://www.tqi.act.edu.au>. Applicants will be required to provide details of their registration at the time of employment.
- Offers of employment are conditional on applicants meeting the Directorate's employment requirements including TQI registration eligibility and medical fitness.
- Applicants may be offered permanent appointment or a temporary contract, depending on the nature and length of known vacancies in the various teaching areas.
- Please do not attach original documents to your application. However, copies of all academic transcripts (including undergraduate degrees) indicating units and grades (either final or to date) related to your teaching qualification are required. Certified copies of documents are not required at this stage. If you receive an offer of employment, the appropriate documentation will be requested at that time.

All applicants:

Your application must include a maximum two-page statement and CV that reflects your work as a teacher. Please provide examples of your practice to support your claims when addressing the four areas of the Professional Teaching Framework. The indicators are a guide; you do not need to respond to every dot point.

Additional information:

- The Education and Training Directorate website <http://www.det.act.gov.au/>
- <http://www.TeachCanberra.act.gov.au>
- Every Chance to Learn, Curriculum Framework for ACT Schools, Preschool to year 10
http://activated.act.edu.au/ectl/resources/ECTL_Framework.pdf
- The ACT Department of Education and Training Strategic Plan
http://www.det.act.gov.au/_data/assets/pdf_file/0011/109955/DET_Strategic_Plan_2010-2013.pdf
- General information on the services of the ACT government can be obtained from the website
<http://www.act.gov.au>
- Further information on the ACT public service can be obtained from the Chief Minister's and Cabinet Directorate website <http://www.cmd.act.gov.au>

All applicants are required to submit up to a two-page (11 point font) statement that provides evidence of their performance as a classroom teacher. The statement should reflect the Education and Training Directorate's commitment to achieving quality learning outcomes for all students, particularly in the areas of literacy, numeracy and ICT.

The statement should include examples of teaching practice that best demonstrate your achievement as a teacher. To assist the selection panel please use the headings **Professional Knowledge**, **Professional Practice**, **Professional Relationships** and **Professional Attributes** to organise your response.

Professional Teaching Framework

(Adapted from National Professional Teaching Standards – MCEETYA)

Indicators of Professional Knowledge

Teachers:

- know their content and how to teach that content to their students
- understand curriculum documents, policies and programs associated with the content they teach
- know their students and how their students learn
- program to meet a range of individual needs and abilities
- build knowledge through professional learning and development.

Indicators of Professional Practice

Teachers:

- plan, assess and report for quality learning
- create and maintain an inclusive, supportive and challenging learning environment through the use of effective classroom management skills
- use a range of strategies, technologies, activities and resources to engage students in their learning
- provide a learning environment that encourages students to take responsibility for their own learning
- engage in reflective practice to enhance teaching and learning.

Indicators of Professional Relationships

Teachers:

- communicate effectively with students
- work cooperatively with colleagues to support teaching and learning
- develop respectful relationships with students from diverse backgrounds
- plan and implement meaningful learning that builds on the knowledge and skills developed through the family and the community
- work productively with parents, carers and the wider community to support students.

Indicators of Professional Attributes

Teachers:

- demonstrate flexibility and adaptability
- are passionate and committed to teaching and learning
- are resilient and have capacity to respond positively to change
- display ethical behaviour and responsibility
- are actively engaged in their profession, their school and the wider community.



Application for Employment Classroom Teacher

NAME: _____

ACT TEACHER QUALITY INSTITUTE REGISTRATION ID IF APPLICABLE: _____

Category: Full Provisional Permit to Teach Expiry Date: __/__/__

CURRENT STATUS WITH THE DEPARTMENT

- | | |
|---|---|
| <input type="checkbox"/> New applicant | <input type="checkbox"/> Casual |
| <input type="checkbox"/> Contract | <input type="checkbox"/> Permanent |
| My current recruitment rating is: <i>(if known)</i> | |
| <input type="checkbox"/> R1 <input type="checkbox"/> R2 <input type="checkbox"/> R3 <input type="checkbox"/> R4 <input type="checkbox"/> R5 OR | <input type="checkbox"/> Previously permanent |
| <input type="checkbox"/> Outstanding <input type="checkbox"/> Meritorious <input type="checkbox"/> Competent | <input type="checkbox"/> Final year pre-service |

Please indicate subject areas in which you are **qualified and/or have expertise** to teach

PRIMARY

Qualified to teach Early Childhood

Number preferences in priority order

Early Childhood Primary

Teaching areas

<input type="checkbox"/> Dance	<input type="checkbox"/> ICT	<input type="checkbox"/> Science/Technology
<input type="checkbox"/> Drama	<input type="checkbox"/> PE/Health	<input type="checkbox"/> Art

Language

<input type="checkbox"/> Chinese (Mandarin)	<input type="checkbox"/> German	<input type="checkbox"/> Italian	<input type="checkbox"/> Korean
<input type="checkbox"/> French	<input type="checkbox"/> Indonesian	<input type="checkbox"/> Japanese	<input type="checkbox"/> Spanish

SECONDARY TEACHING SPECIALISATIONS

Number preferences for subject areas in which you are qualified or have expertise to teach

The Arts Years 7-10 Years 7-12

<input type="checkbox"/> Dance	<input type="checkbox"/> Media	<input type="checkbox"/> Photography
<input type="checkbox"/> Drama	<input type="checkbox"/> Music	<input type="checkbox"/> Visual Arts

English Years 7-10 Years 7-12

Language Years 7-10 Years 7-12

<input type="checkbox"/> Chinese (Mandarin)	<input type="checkbox"/> German	<input type="checkbox"/> Italian	<input type="checkbox"/> Korean
<input type="checkbox"/> French	<input type="checkbox"/> Indonesian	<input type="checkbox"/> Japanese	<input type="checkbox"/> Spanish

Mathematics Years 7-10 Years 7-12

Physical Education **Years 7-10** **Years 7-12**

Human movement Physical Education

Science **Years 7-10** **Years 7-12**

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Horticulture	<input type="checkbox"/> General Science
<input type="checkbox"/> Biology	<input type="checkbox"/> Geology	<input type="checkbox"/> Physics	

Social Sciences **Years 7-10** **Years 7-12**

<input type="checkbox"/> Accounting	<input type="checkbox"/> Economics	<input type="checkbox"/> Legal Studies	<input type="checkbox"/> Psychology
<input type="checkbox"/> Business Studies	<input type="checkbox"/> Geography	<input type="checkbox"/> Philosophy	<input type="checkbox"/> Sociology
<input type="checkbox"/> Career Education	<input type="checkbox"/> History	<input type="checkbox"/> Politics	

Technology **Years 7-10** **Years 7-12**

<input type="checkbox"/> Computer Aided Design	<input type="checkbox"/> Electronics	<input type="checkbox"/> Industrial Technology/Design	<input type="checkbox"/> Textiles/Fashion
<input type="checkbox"/> Computer Applications	<input type="checkbox"/> Food Studies	<input type="checkbox"/> Metalwork	<input type="checkbox"/> Woodwork
<input type="checkbox"/> Computer Programming	<input type="checkbox"/> Graphic Design		

SPECIALISATIONS

<input type="checkbox"/> Autism Unit	<input type="checkbox"/> Inclusion Support	<input type="checkbox"/> Student Management	<input type="checkbox"/> Special Education Unit
<input type="checkbox"/> Early Intervention	<input type="checkbox"/> Instrumental Music	<input type="checkbox"/> Vision Impaired	
<input type="checkbox"/> Hearing Impaired	<input type="checkbox"/> Specialist Schools	<input type="checkbox"/> Indigenous Programs	

ESL	<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	
Teacher Librarian	<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	
International Baccalaureate	<input type="checkbox"/> Primary	<input type="checkbox"/> Middle School	<input type="checkbox"/> Secondary

VOCATIONAL EDUCATION (Qualifications required) Please indicate areas you are qualified to teach

<input type="checkbox"/> Automotive Technology	<input type="checkbox"/> General Construction	<input type="checkbox"/> Outdoor Education	<input type="checkbox"/> Sports Administration
<input type="checkbox"/> Business Administration	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Production for live theatre	<input type="checkbox"/> Sport & Recreation
<input type="checkbox"/> CISCO	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Retail	<input type="checkbox"/> Tourism
<input type="checkbox"/> Fashion Design	<input type="checkbox"/> Laboratory Skills	<input type="checkbox"/> Social and community work	
<input type="checkbox"/> Flight	<input type="checkbox"/> Metal Engineering		
<input type="checkbox"/> Furniture Construction	<input type="checkbox"/> Music Industry		

For external applicants only:

Do you want your application to be considered for similar vacancies in other schools across the ACT Public School system? Yes No

Print Name: _____

Signature: _____ **Date:** ____/____/____

Please note that the statement addressing the professional indicators, CV and this application form must be sent directly to the contact officer.



Application Package | PN

The Job

Position Title:

Classification:

Division/Section: /

Salary Range: \$

[Click here to enter text.](#)

The ACT Public Service is an Equal Opportunity Employer. We are committed to the principles of merit-based selection

How to Apply

Please email application, statement and CV directly to the contact officer.

To ensure the selection panel can view your application, please make sure all documents have been saved in Microsoft Word format (.doc) Rich Text Format (.rtf) or Portable Document Format (.pdf). Other formats may not be readable on ACTPS computers, requiring documents to be converted and resubmitted.

Your Details

Family Name:

Given Names:

Preferred Name:

Title:

Street Address:

Suburb:

State:

Post Code:

Home Phone:

Mobile:

Work Phone:

Email:

Are you an Australian Citizen?

Yes No

If not, do you have permanent residency in Australia?

Yes No

Where did you first see this position advertised?

(Please Select)

Special Interview Requirements

Do you have any special requirements that need to be accommodated at interview, e.g. interpreter, disability access?

Yes No

If yes, please specify:

Equal Employment Opportunity (EEO) groups

Are you a member of any of the following EEO groups:

Aboriginal or Torres Strait Islander

People with disabilities

People from non-English speaking background

Current Employment Details

Are you a permanent officer of the ACTPS or APS?

Yes (ACTPS) Yes (APS) OR No

If yes, please enter your AGS number:

and Agency:

Note: If you are a permanent officer of the APS and you are offered this position, please contact Shared Services Recruitment at SSHRRecruitment@act.gov.au regarding resignation and the transfer of entitlements from your APS agency.

Are you employed in the ACT Public Service on either a temporary or casual basis?

Yes No

Have you received a voluntary redundancy from the ACTPS in the last 2 years?

Yes No

Are you an excess officer of the ACTPS?

Yes No

Referees

Name:

Position/Title:

Relationship to applicant:

Phone:

Mobile:

Email:

Name:

Position/Title:

Relationship to applicant:

Phone:

Mobile:

Email:

Name:

Position/Title:

Relationship to applicant:

Phone:

Mobile:

Email:

Declaration

I declare that the information provided on this form and given in my application including my employment history is true and correct. I declare that any academic and/or professional qualifications submitted with my application are genuine. I give permission for the relevant educational / training institution to be contacted for verification of my qualifications. I understand that giving false or misleading information may result in prosecution, fines and/or termination of employment.

Name:

Date:

Note: Please insert name and date for electronic submission – preferred method of receipt.