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

[ ]  New applicant

[ ]  Contract

My current recruitment rating is: *(if known)*

[ ]  R1 [ ]  R2 [ ]  R3 [ ]  R4 [ ]  R5 **OR**

[ ]  Outstanding [ ]  Meritorious [ ]  Competent

[ ]  Casual

[ ]  Permanent

[ ]  Previously permanent

[ ]  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

   Dance

   Drama

   ICT

   PE/Health

   Science/Technology

   Art

#### Language

   Chinese (Mandarin)

   French

   German

   Indonesian

   Italian

   Japanese

   Korean

   Spanish

### SECONDARY TEACHING SPECIALISATIONSNumber preferences for subject areas in which you are qualified or have expertise to teach

### The Arts [ ]  Years 7-10 [ ]  Years 7-12

   Dance

   Drama

   Media

   Music

   Photography

   Visual Arts

### English [ ]  Years 7-10 [ ]  Years 7-12

### Language [ ]  Years 7-10 [ ]  Years 7-12

   Chinese (Mandarin)

   French

   German

   Indonesian

   Italian

   Japanese

   Korean

   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

   Agriculture

   Biology

   Chemistry

   Geology

   Horticulture

   Physics

   General Science

### Social Sciences [ ]  Years 7-10 [ ]  Years 7-12

   Accounting

   Business Studies

   Career Education

   Economics

   Geography

   History

   Legal Studies

   Philosophy

   Politics

   Psychology

   Sociology

### Technology [ ]  Years 7-10 [ ]  Years 7-12

   Computer Aided Design

   Computer Applications

   Computer Programming

   Electronics

   Food Studies

   Graphic Design

   Industrial Technology/Design

   Metalwork

   Textiles/Fashion

   Woodwork

### SPECIALISATIONS

[ ]  Autism Unit

[ ]  Early Intervention

[ ]  Hearing Impaired

[ ]  Inclusion Support

[ ]  Instrumental Music

[ ]  Specialist Schools

[ ]  Student Management

[ ]  Vision Impaired

[ ]  Indigenous Programs

 [ ]  Special Education Unit

ESL [ ]  Primary [ ]  Secondary

Teacher Librarian [ ]  Primary [ ]  Secondary

International Baccalaureate [ ]  Primary [ ]  Middle School [ ]  Secondary

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

[ ]  Automotive Technology

[ ]  Business Administration

[ ]  CISCO

[ ]  Fashion Design

[ ]  Flight

[ ]  Furniture Construction

[ ]  General Construction

[ ]  Hospitality

[ ]  Information Technology

[ ]  Laboratory Skills

[ ]  Metal Engineering

[ ]  Music Industry

[ ]  Outdoor Education

[ ]  Production for live theatre

[ ]  Retail

[ ]  Social and community work

[ ]  Sports Administration

[ ]  Sport & Recreation

[ ]  Tourism

**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.

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|  | Application Package | PN  |

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| 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. |

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| 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 |
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| **Where did you first see this position advertised?** |  |

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| 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:  |       |

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| 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 |

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| 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 |

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| 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: |                                |

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| 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.** |