



## Careers and Employment

## Step by Step Guide

## Careers Resources for Education

This guide outlines how to go about gaining employment within **Government schools** in NSW. You may consider looking for employment within the **Independent** (private schools) and **Sydney Catholic Schools sector** to broaden your career prospects. Information about these two sectors can be found at the end of this document.

### **Apply for CONDITIONAL OR PROVISIONAL ACCREDITATION to teach in NSW Schools**

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Before you start teaching for the first time in NSW, you will need to apply for Conditional or Provisional accreditation from NESA. Conditional Accreditation is granted if you have successfully completed an undergraduate degree or at least 3 years of a 4 year undergraduate teaching degree.

#### **Conditional Accreditation**

To apply for conditional accreditation:

1. Set up on [online account](#) and complete all 10 steps and hit 'submit'
2. Then [email NESA](#) all of the following:
  - a certified (Justice of the Peace signed) copy of your academic qualifications, and
  - a certified (Justice of the Peace signed) copy of two different forms of identification eg: birth certificate, passport, drivers licence and marriage certificate if applicable.

Once your application is assessed, you will receive advice from NESA on the status of your accreditation. At the same time NESA will give you details on the subjects for which you would be approved to teach when you get a permanent position in a NSW public school.

Once Conditional Accreditation is granted you can work as a teacher while you complete your studies.

You may move from Conditional to Provisional Accreditation if you can provide certified evidence that you have successfully completed your qualification to become a teacher within 12 months of the date of your Conditional Accreditation. [Click here](#) for further information about Provisional Accreditation.

Once this application has been completed and submitted to online, you will need to send in your **supporting documents for assessment and for the Statement of Eligibility to be generated.** Please [log onto the website](#) to complete the application steps.

## **Apply for approval to teach in NSW public schools through the GRADUATE RECRUITMENT PROGRAM (GRP)**

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To become a teacher in NSW public schools, you should apply for the [NSW Department of Education's Graduate Recruitment Program \(GRP\)](#) at any time during your final two semesters of study.

The GRP facilitates the recruitment of teacher education graduates for **casual, temporary and permanent employment in NSW public schools.**

You are eligible to apply for the GRP if you:

- have Australian citizenship or permanent residency\*
- are currently enrolled in an accredited initial **teacher education program through a university in NSW** or ACT, through La Trobe University (Wodonga Campus) or Griffith University
- are a full-time or part-time student in your last two semesters of study.

\* International students can apply through the Graduate Recruitment Program for casual and temporary teaching approval in accordance with the work rights granted under their visa.

[Click here](#) to find out more about the application process and to apply:

For answers to all your questions about the GRP, [click here](#).

## **Complete your APPLICATION TO TEACH**

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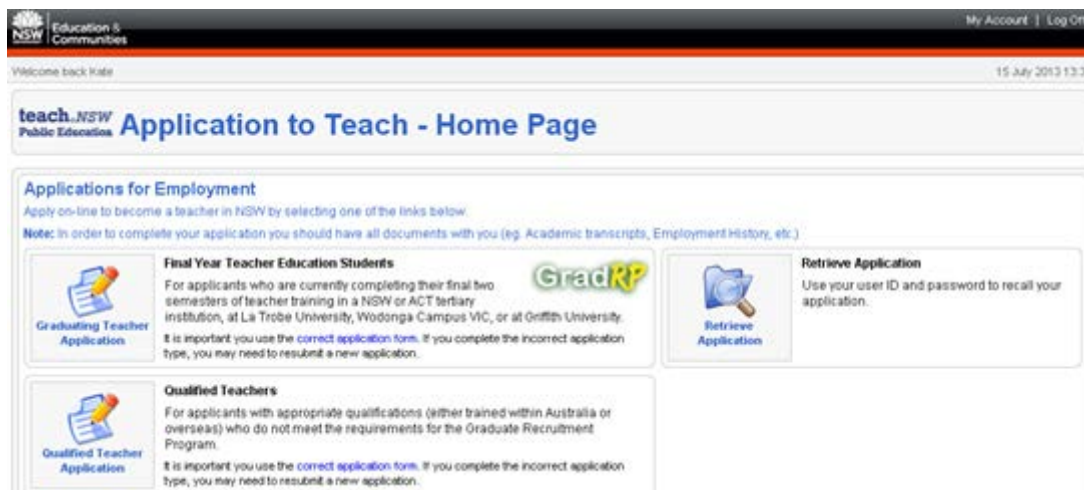
Once you have received your Conditional or Provisional accreditation from the NSW Education Standards (NESA), you are able to **“apply to teach”** through the **Department of Education.**

To apply for approval to teach in NSW public schools, you will need to provide:

- A Working With Children number as a paid worker (WWC numbers as a volunteer will not be accepted). If you don't have a Working With Children number as a paid worker, [visit the Office of the Children's Guardian website](#) to apply. A Working With Children Check is a prerequisite for anyone in child-related work.
- Your [NSW Education Standard Authority \(NESA\)](#) status and the list of subjects you're accredited to teach.

Once you have the above information on-hand, apply for approval to teach via [the NSW Department of Education's online application form](#).

You will need to register your details online at <https://online.det.nsw.edu.au/eat3/welcome.do>



This application will take you **approximately 30 minutes to complete** and once you have submitted your details online you will receive an email with a 12 page PDF document summarising your details. You will need to submit your official documentation (including past transcript/s and 100 points of ID) to the NSW DoE and send off via post.

### **Please note: TEACH NSW**

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**Teach.NSW** is the **promotion and recruitment arm of the NSW DoE**. They provide information and advice on how to become a teacher in NSW public schools.

### **Authorise the release of your TRANSCRIPT**

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In order to teach you must complete the [form](#) to authorise your university to release your academic transcripts directly to the NSW DoE – if you don't complete this form you will need to send them directly to the NSW DoE.

## **Request a date for the NSW DoE PERSONAL SUITABILITY INTERVIEW**

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After your application to teach has been processed by the department, you will receive an email invitation to a personal suitability interview. The interview will be conducted by a senior officer of the department and will take approximately 30 minutes.

If you are a Sydney resident, your interview will take place at the department's Blacktown state office, 22 Main Street, Blacktown. If you live outside the Sydney metropolitan area, your interview will be conducted at one of the department's regional centres. You will need to bring photo identification, such as a current driver's licence or passport, to your interview.

During the interview your personal suitability to teach in NSW public schools will be assessed along with your attitudes and ideas regarding teaching.

You will be asked questions about:

- teaching strategies
- classroom management
- student welfare
- curriculum
- professional standards.

The following resources may help you prepare for your interview:

- [professional teaching standards for teachers](#)
- [Code of conduct](#)
- [Protecting and Supporting Children and Young People Policy](#)
- [New South Wales syllabuses.](#)

Book your interview for a date after you will have completed both of your practicums. It is recommended that you don't delay in making a booking for your personal suitability interview. This will allow you a broader range of teaching experiences to speak about in the interview. During the interview you will be asked to describe how you have demonstrated the 7 elements of quality teaching and a question relating to child protection.

## **Apply for an INTERIM APPROVAL TO TEACH**

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In your final two semesters of study you may be granted interim approval to teach which enables you to teach at a casual or temporary capacity in NSW public schools. Interim approval is valid for six months from the date of issue, during which time you can attend a GRP interview and complete your studies and finalise your GRP application.

Once you have successfully completed the GRP interview and the department has received your official academic transcript confirming your course completion, you will be issued with your full approval to teach.

## Eligibility

To be eligible for interim approval, you must have:

- submitted your GRP application and provided all supporting documentation
- successfully completed all requirements of your teacher education program to date
- completed all of your professional experience placement requirements (including internships)
- demonstrated satisfactory English language skills
- satisfied all departmental recruitment requirements including probity checks.

## How to apply for interim approval

To receive interim approval, select the 'request interim approval' option as part of your GRP application. After you have completed your final professional experience or internship, you must email your report to [grp@det.nsw.edu.au](mailto:grp@det.nsw.edu.au) to complete your request for interim approval.

Once the department has confirmed that you have met all requirements, your interim approval to teach will be forwarded via email.

To find out more about being a casual teacher in NSW public schools, [click here](#).

## Sign up for the DEC JOBFEED

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The DeC JobFeed is teach.NSW's weekly e-newsletter featuring the latest advertised permanent and temporary positions in the NSW Department of Education schools. By subscribing to the JobFeed you will gain instant access to the details of dozens of new teaching jobs across the state. To subscribe, [click here](#).

## Register online with CASUAL DIRECT

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If you have current approval to teach as a casual or temporary teacher in our schools, you may register with Casual.Direct to be considered for casual teaching employment by completing the [Casual Direct Teacher Registration Form](#) and send to [Casual.Direct@det.nsw.edu.au](mailto:Casual.Direct@det.nsw.edu.au) along with a copy of your approval letter and E-safety certificates.

Once you have registered with Casual.Direct a **staffing officer may contact you between the hours of 6.00am - 10.00am OR 3.30pm - 7.30pm** to offer you a casual teaching engagement. You will be advised of the school name, name of the principal, the school address and telephone number.

## **FAMILIARISE YOURSELF with teaching job boards & useful websites**

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<http://www.smartteachers.co.uk/about/teamsydney>

<http://www.teachers.on.net/>

<http://www.seek.com.au/>

<http://mycareer.com.au/jobs/sydney/education-training/secondary/>

<http://www.jobguide.thegoodguides.com.au/occupation/Teacher-Secondary/NSW>

## **SYDNEY CATHOLIC SCHOOLS**

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Sydney Catholic Schools is responsible for the leadership and management of 152 parish primary and regional secondary schools within the Archdiocese. There are more than 70,000 students enrolled in its schools with over 9,000 staff. To begin your teaching career with Sydney Catholic Schools you must complete the online application which can be found below.

<https://sydcatholicschools.nsw.edu.au/employment/registration-to-teach/>

<http://www.ceosyd.catholic.edu.au/Teachers/Learning/Pages/registration-to-teach.aspx>

## **INDEPENDENT SCHOOLS**

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Working in an independent/private school provides great employment opportunities, please see the list of websites below which may assist you in the search for a teaching position.

<http://www.aisnsw.edu.au/>

<http://www.privateschoolsdirectory.com.au/sydney-schools.php>

<http://www.privateschoolsguide.com/sydney-private-schools>

<http://www.independentschools.com.au/>

\*\* Please note this information was current at the time of writing; please make sure you check with the websites mentioned to ensure no changes have been made.

## SAMPLE JOB ADVERT

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When looking through job advertisements, it's essential to address the specific selection criteria as outlined and circled below. Please see the sample resume outlining the first selection criteria point.

### Teacher Human Society and its Environment - Byron Bay High School 00001RS9

**Vacancy Type:** Permanent

**School Name:** Byron Bay High School

**Region:** Regional NSW

**Principal Networks:** Southern Cross

**Staffing Area:** Tweed Heads/Ballina

**Full Time/Part Time:** Full Time

**FTE:** 1.000

**Advertisement Number:** A900062252

**Total Remuneration Package:** Remuneration package valued at up to \$98,259.00. Base salary ranges from \$59,706.00 to \$89,050.00, plus leave loading and employer's contribution to superannuation. Base salary rates above the minimum are available depending on experience.

**Contact Name:** PETER KING **Contact Phone number:** 02 6685 8188

**Closing Date:** 31-Jul-2013, 4:00:00 PM

**Position Information** Byron Bay High School (enrolment 820 students, including 33 Aboriginal students) is a comprehensive, coeducational high school that focuses on achieving excellence in academic outcomes. Byron Bay High School has experienced teachers who consistently deliver outstanding results. The school enjoys high quality buildings and facilities in a beautiful beach setting. The school is extremely proud of the strong support we receive from our unique and diverse community.

#### Specific Selection Criteria

Approval to teach business studies and legal studies. Willingness to teach geography and history (Years 7-10). Demonstrated leadership in the use of new technologies to engage and inspire students, including gifted and talented students. Demonstrated evidence of high level interpersonal skills and commitment to faculty and whole school initiatives. Demonstrated understanding of and sensitivity to the cultural and academic needs of Aboriginal students.

The below explanation/s are provided to give you a broad outline of what the most common teaching selection criteria refer to.

***Warning: Do not simply copy these explanations or any part of them into your job application. That's one sure way NOT to get the job!***

Employers can tell instantly whether you are simply regurgitating someone else's information or whether you really understand what you have written.

# **ALEXANDRA SAMPLE**

115 Botany Road, Kingswood

NSW 2091

0451 218 693

Sample@alex.com.au

**Teaching Number: 1332086**

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## **Approval to teach Business Studies and Legal Studies**

*I believe to achieve effective learning; exemplary pedagogy and teaching practices must be evident. This includes intellectual quality where knowledge is actively sought and valued within a quality-learning environment fostering a positive partnership between students and teachers.*

- Throughout completing several practicums I have taught grades 11-12 in Business Studies and Legal Studies; collaborating with colleagues and specialist staff to ensure programs were tailor made to meet the needs of all students.
- Implemented effective behaviour management practices and sound classroom routines which have resulted in a safe learning environment and allowed students to work to their full potential.
- Extended teaching skills through completing:

- **Cyber Bullying (2013)**

- **Quality Teaching (2013)**

- **Child Protection (2012)**

- **Myer Briggs (2013)**

- **Behaviour Management and Policy Certificates**

- **Accredited CPR & First Aid**

- Successfully developed individual programs for gifted and talented senior students allowing students to identify areas of interests and provided enriching and challenging experiences that directly related to students' educational and social needs.
- Collaborated actively with teachers from the local feeder high school and other primary schools to develop PSFP funded Middle Links programs. The programs target Year 5 and 6 students aiming to facilitate their integration into the local high school. Students therefore felt supported and more confident about moving into high school.
- Developed comprehensive and varied assessment techniques to determine individual student's needs. Achieved through successful teaching and learning programs within the quality teaching framework.

## **Willingness to teach Geography and History Years 7-10**

**Demonstrated leadership in the use of new technologies to engage and inspire students, including gifted and talented students**

**Demonstrated evidence of high level interpersonal skills and commitment to faculty and whole school initiatives**



**Demonstrated understanding of and sensitivity to the cultural and academic needs of Aboriginal students**

## **PROFESSIONAL TEACHING EXPERIENCE**

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### **Macquarie Park High School Practicum Placement I**

- Successfully created a unit of work for year 11 Business Studies including materials and resources for gifted and talented students

### **Yamba High School Practicum Placement II**

## **EDUCATION**

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**Master of Teaching** **2012 -**  
**2013**  
**University of New South Wales**

- Achieved High Credit WAM across all subjects
- Successfully completed Business Studies and Geography methods

**Bachelor of Business** **2009 -**  
**2011**  
**University of New South Wales**

- Attained a Distinction WAM across all subjects
- Received the Deans Prize for Excellence

## **REFEREES**

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**Jane Sandy**  
**Principal**  
**Macquarie Park High School**  
(02) 8898 0012  
Email: [Jane@sandy.principal](mailto:Jane@sandy.principal)

**John Singer**  
**Head of Science Faculty**  
**Yamba High School**  
(02) 8898 0013  
Email: [John@yamba.com.au](mailto:John@yamba.com.au)

**Emie Smith**  
**Principal**  
**St Andrews School Westwood**  
(02) 8898 3812  
Email: [Emie@standrews.com.au](mailto:Emie@standrews.com.au)