



Department of
Education

Applicant Information – Casual Teachers



Applying for the Casual Teacher pool

Casual teachers play an important role in our schools, teaching students when their regular teacher is unavailable.

If you are interested in casual teaching, please read the following information and submit your online application to the casual teacher pool.

education.wa.edu.au/careers

Getting started

The way that we recruit our casual (relief) teachers is changing. You no longer need to apply directly to individual schools, and maintain your details on their individual relief lists. We now have one central list of relief teachers for all of our schools, where you can nominate schools where you are interested in working.

It is an open ended pool – you need to only apply once, then keep us up-to-date with changes to your personal details or availability.

Here's how it works.

Step 1 – Preparing your application

Have the following documents ready, before you submit your application.

- an up-to-date CV, including your contact details, two referees and your email address (see later in this guide for help with preparing this)
- identification
- *screening clearance number (SCN)*
- a scanned copy of your *Working with Children Check* card
- valid *TRBWA* registration or tax invoice
- scanned copies of your academic transcripts
- *proof of residency* and/or eligibility to work in Australia.

You can find out more on page 9 – ‘Lodging my application’.

Step 2 – Submit your application

Once you have your documents ready, you should submit your application through **JobsWA**.

To apply, please select the ‘apply for job’ button at the bottom of the ‘Casual Teacher Pool’ advertisement. Here, you will complete the application form, and attach your documents.

You are not required to nominate your availability or preferred schools at this stage.

You still need to submit an application if you are an existing employee, or have worked with us before.



Please note, this is only for casual/relief employment for urgent positions of up to four weeks in duration:

- If you wish to be considered for longer term, fixed term appointments, you will also need to apply to the fixed term pool or advertised vacancies on JobsWA.
- If you are a graduate, seeking fixed term or permanent appointment, you should also apply to the graduate pool.



Step 4 – Updating your details, availability and preferences

Once you receive your confirmation email, you can now log on to our HRMIS to update your availability and preferences. This email will also have more information about how to select the schools you wish to work in.

You can make yourself available for relief across both primary and secondary schools, regardless of your qualification. Our schools will use this information to match you to casual booking requests.

Step 3 – Verification

Once we receive your application, we will verify your identification, qualifications and eligibility. We may contact you for more information regarding your application.

Once we have finalised this, we will email you with your employee identification number, and details of how to log into the system (our HR management system, HRMIS) to add your availability and preferred schools. We will have transferred your details over from your application already, so you will be ready to jump straight in.

Please note, if you have a current or past employee number, you must still go through this process so you are able to access the required modules in HRMIS.



You are encouraged to update your contact details and preferences as they change, so that schools have the most up-to-date information about you.

Step 5 – Getting hired

Our schools will log in and search for a teacher who meets their needs when they need to book relief. You may be contacted for more information about your experience.

You will receive booking requests by text message. Login in to HRMIS to access the Casual Staff Seeker so you can express your interest in the booking or decline.

You will receive another text message if you are confirmed for this booking.

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 them, and represent them in your communications with us.

Learning

We have a positive approach to learning and encourage it in others. We advance student learning based on our belief that all students have the capacity to learn.

Excellence

We have high expectations of students and ourselves. We set standards of excellence and strive to achieve them. The standards and expectations challenge all of us to give our best.

Equity

We recognise the differing circumstances and needs of students and are dedicated to achieving the best possible outcomes for all. We strive to create workplaces and learning environments that are free of discrimination, abuse and exploitation.

Care

We treat all individuals with care. Our relationships are based on trust, mutual respect and the acceptance of responsibility. We recognise the value of working with parents/carers and the wider community to provide a high quality education for students.

Integrity

We act with integrity, responsibility and transparency in all that we do.

Respect

We treat everyone fairly, and we treat all schools, school systems and school sectors with respect.

Am I eligible to apply?

Eligibility for employment as a teacher with the Department of Education is subject to:

- appropriate teaching qualification/s
- registration with the **Teacher Registration Board of WA** (full or provisional registration)
- evidence of eligibility to work in Australia (for an immediate start)
- obtaining a satisfactory **Nationally Coordinated Criminal History Check**
- a current and valid **Working with Children Check**.



Qualifications

To teach in one of our schools, teachers who have not previously been employed by the Department, must have either:

- a four year **Bachelor of Education**; or
- a minimum three year degree followed by an initial teacher education program such as a **Graduate Diploma in Education** or **Master of Teaching**.

Additional information

For more information about Western Australian public schools, visit **Schools online** webpage.

Ready to Apply?

Preparing your application

You will be required to attach a CV (no more than four pages in length), as well as the required documents listed on the following pages.

Writing your CV

Your CV is a summary of your work history, qualifications and experience. It is important that it is comprehensive yet concise enough that Principals can get a reasonable sense of who you are as a professional, to consider how you might complement their current staff, and the needs of the school.

Where you are able, set aside time with a colleague, or your line manager, to work through your CV with them. Having worked directly with you, they may be able to help you identify suitable examples to highlight, or provide feedback on the content of your CV. It is recommended that you contact your referees to seek their agreement prior to nominating them to provide a reference for you.

A note on referees

It is important that you select referees that can accurately comment on your skills and abilities in relation to the position, and the claims that you have made in your application. While it may not always be possible, you are encouraged to include your current line manager as a referee. Suitable alternatives may include a mentor teacher from your teaching practicum, a former line manager or head of department.



There is no standard template for your CV, as it should reflect your own style and experiences, however, we have included one on the **following pages** to get you started. It contains some common elements which could be included, and examples in each section of how you may choose to represent your information.

CV example

YOUR NAME HERE

A: | your address

P: | your phone number

E: | email address

E: | employee number (where applicable)

TRB: | registration number and expiry

Professional summary

This is a short paragraph outlining your experience, achievements, area of speciality, industry training, point of difference and the like. Think of it like an 'elevator pitch', and keep it to no more than a third of a page.

Here is an example:

I am an experienced and innovative classroom teacher, working across primary and district high schools in both primary and secondary environments. As a successful upper primary classroom teacher, and a numeracy and mathematics coordinator, I have developed a number of programs for my schools, and wider school community such as Perth Primary School mathematics community engagement program.

Having recently completed further university studies through the Department's Leap program, I am able to leverage my skill and enthusiasm for mathematics education, into teaching mathematics through to year 12. This includes teaching ATAR mathematics.

Qualifications

Provide details of your teaching qualification. Also include any additional qualifications you have gained (ie certificates to deliver VET courses). If it is not clear from the title of the qualification, provide a short summary of what you are qualified and prepared to teach.

You may also choose to change the heading to 'qualifications and awards' if you have received recognition for your work in a formal way.

Note: Professional development should not be included here. There is a section for this further down in the template.

For example:

2010 Bachelor of Education (Primary)

Edith Cowan University

2019 Graduate Certificate of Education (Mathematics)

Murdoch University

Funded through Department of Education Leap Program. This qualifies me to teach secondary mathematics up to year 10.

2020 Short Course – Mathematics Education (Specialist and Methods)

Murdoch University

Funded through Department of Education Leap Program. This qualifies me to teach secondary ATAR Mathematics.

Relevant work history

The key word here is 'relevant' – consider what you include here, after you research the position. Think about your skills, experience and abilities in relation to the role that is being advertised. Making strong statements about your relevant work history and the outcomes achieved – rather than listing duties of the role – will allow the reader to better understand how you apply your knowledge, skills and abilities.

You should include:

- Positions that you have held that relate to the role, starting with the most recent.
- Details of these positions (ie the name of the school or organisation, your position title, the dates that you worked there)
- Short statements about what you did in the role, key achievements or programs you were involved in.
- Shorter outlines for positions that were further back in your career.

You need not include work history that is not relevant to the role (ie unrelated part time jobs while studying).

For example:

2015 – 2018

Teacher (year 6), Numeracy Coordinator

Perth Primary School

While working in this role, I:

- Coordinated specialist support case management, in collaboration with parents, involving speech pathologists and therapists to develop and deliver differentiated curriculum for diverse groups of year 6 students, with disabilities and learning difficulties. As we neared the end of year 6, I also worked closely with their high schools to assist in their transition. All students made notable progress, were able to achieve their respective outcomes, and transitioned well into secondary schooling.
- Assumed additional duties as the numeracy coordinator and mentored my colleagues in contemporary mathematics strategies. During my time in this role, the school had a noted improvement in their NAPLAN mathematics results. This was celebrated in the school community, leading to my development of the school's gifted and talented program for maths, and a mathematics outreach program.
- Engaged with the school community through being the staff representative on the school board, and an active member of the P&C.

My key achievements in this role:

- In collaboration with a colleague, I developed a community mathematics engagement program which invited parents into school after hours for a series of fun workshops. This resulted from conversations with my students' parents, who were anxious in helping their children with maths homework. Teachers across the school noted a two fold improvement from these workshops – a reduction in student anxiety about completing homework, and higher achievement levels. Due to their success, they ran for three years, and were attended by 49 families.
- Introduced online parent meetings (through Webex) across the school, offering working parents or those with other commitments the opportunity to engage with their child's teacher face to face. I upskilled colleagues and developed user guides for teachers and parents. In 2018, there were 43 online parent meetings and the school still offer it as an option.

Professional learning

Here, you would include relevant training or professional learning, other than your teaching qualification. This may change, depending on the role you are applying for. Ideally, as well as providing details of the training or professional learning, try and demonstrate how this has improved your practice or has made an impact for others.

You may organise these in date order, or group them according to type (ie. literacy training, digital technologies, community engagement etc). Unless it is specific to the role, there is a preference to capture only contemporary training and professional learning, from the last 3-5 years.

Optional: Professional associations

List all current professional associations (such as the Mathematical Association of Western Australia, WA Music Teachers Association, Australian Literacy Educators Association) including the type of membership and date joined.

Referees

Provide names and contact details of two referees, one of whom should be your current line manager. It is important to have a discussion with your referees, so they are aware you have nominated them, and feel confident in commenting on your capabilities, experience and achievements. Remember to note their relationship to you at the time you worked with them (ie. current manager, former manager, former colleague).

Lodging your application



These transcripts must clearly identify:

- **your name**
 - **university name**
 - **course name**
 - **units completed**
 - **current enrolments/ course completion date.**
- Identification (for example, birth certificate, passport, change of name documentation – marriage certificate).

To apply

Select the '**apply for job**' button at the bottom of the advertisement on **JobsWA**. You will then be asked some eligibility questions and to upload your application.

If you have **not** worked with us before your application must include:

- **Screening clearance number (SCN)**. An SCN is generated once your *Nationally Coordinated Criminal History Check (NCCHC)* has been processed.
Teachers are usually screened by the *Teacher Registration Board of Western Australia (TRBWA)* and may be exempted from this process.
Check with our *Screening Unit* to check your status.
- A copy of your **Working with Children Check card**.
- *Evidence of eligibility* to work in Australia, including Australian or New Zealand citizenship or Australian work permit (eg citizenship papers, Australian work visa with date of entry - *Visa Entitlement Verification online (VEVO)*).
- *academic transcripts* indicating your course of study, including copies of *undergraduate degrees* and any *postgraduate qualifications* (if applicable).



We recommend you do not upload **Publisher, Zip** or **password protected files** as this will prevent the selection panel from viewing your attachments.

Please also note that if your application contains extracted text from the Internet, this text may include “hidden text” or non-printing characters. This “hidden text” in your application document when converted to PDF will result in your application appearing as incomplete.

You are advised to convert these documents to **PDF** prior to uploading into *JobsWA*.

Job application checklist



Your application

If you have not applied to a position on *JobsWA* before ensure you set aside enough time to complete the online application process.

To help you, we have pulled together some simple things you should check before submitting your job application.

If you have not been employed as a teacher with the Department of Education before your application should include:

- A condensed CV (no more than four pages in length).

- Academic transcripts – copies of undergraduate degrees or postgraduate qualifications.

- Identification – birth certificate, passport, change of name documentation – marriage certificate.

- Valid TRBWA registration.

- Screening clearance number (SCN).

- A copy of your Working with Children Check card.

- Evidence of eligibility to work in Australia – Australian work visa or VEVO, if necessary.

- Contact details for at least two recent professional referees.

- Attachments must be less than 2MB each, with a maximum combined size of 8MB.

If you have been employed as a teacher with the Department of Education in the past your application should include:

- Up-to-date CV (no more than four pages in length).

- Contact details for at least two professional referees.

We will email you if we need any further information to process your application.

For further information about working for the Department of Education please visit our careers website at www.education.wa.edu.au/careers