



Department of  
Education

## Applicant Information – Casual Pre-Service Teachers

Casual teaching is a great way to gain valuable classroom experience, make new professional connections and earn while completing your studies.

If you are interested in casual teaching, please read the following information and submit your online application to the Casual Pre-service Teacher Pool.



# Getting started

Principals use the Department's online Casual Staff Seeker to search for and book casual relief teachers for their schools. Casual Staff Seeker allows teachers to nominate a number of schools in which they are prepared to work, in one application.

As a pre-service teacher in your final year of study, you are now eligible to apply to Casual Staff Seeker, and make yourself available for casual relief teaching. You do this through the Department's Casual Pre-service Teacher Pool, with *Limited Registration* from the Teacher Registration Board of Western Australia (TRBWA).

**Here's how it works.**

## Step 1 – Preparing your application

Have the following documents ready:

- Application for *Limited Registration* with TRBWA (attached to advert)
  - complete **Section 1**, only
  - ensure to tick, **Nominee's Department of Education Consent** checkbox
  - leave **Section 2** blank, to be completed by the Department.
  - **verification of identity** by an authorised third party
  - *Nationally Coordinated Criminal History Check*.
- 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)
- a copy of your *Working with Children Check* card or application receipt
- copies of your **academic transcripts** that identify **credit points** and **professional experiences** (practicums)
- 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, submit your application through **JobsWA**.

To apply, please select the 'apply for job' button at the bottom of the 'Casual Teacher Pool – Pre-service Teachers' 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.

Applicants who have previously worked with us or who are current employees must submit an application.



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

- If you are a graduate, seeking fixed term or permanent appointment, you should also apply to the graduate pool.



### Step 5 – Updating your details, availability and preferences

Once you receive your confirmation email, you can login to 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.

Our schools will use this information to match you to casual booking requests.

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 3 – Teacher registration

Once we receive your application, we will verify your identification, qualifications and eligibility. We may contact you for more information regarding your application. We will forward your application for *Limited Registration* to TRBWA. The processing time may be up to two weeks.

### Step 4 – Verification

Once your registration is approved, we will email you with your employee identification number, and details of how to log into the Departments' 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.



### Step 6 – Getting hired

A school looking for casual teachers logs in to Casual Staff Seeker and chooses a teacher who meets their needs. You may be contacted for more information about your experience.

Booking requests will be sent to you via text message. To respond, login to HRMIS to access Casual Staff Seeker and confirm or deny your availability.

If you are successful in securing the booking it will be confirmed by text message.



## 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 you:

- applying for Limited Registration with the **Teacher Registration Board of WA**
- providing evidence of eligibility to work in Australia (for an immediate start)
- providing a current and valid **Working with Children Check**
- being in your final year of study at a **Western Australian university**.



### Qualifications

To teach in one of our schools, pre-service teachers must be in their final year of study at a WA university. This will be either:

- the fourth year of your Bachelor of Education; or
- your second year of a Master of Teaching

### Additional information

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

# 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 page 9.



## 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, mentor teacher 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. Consider asking a mentor teacher from a previous practicum if they would be willing to be your referee. While it may not always be possible, you are encouraged to include your current line manager as a referee if relevant. If a mentor teacher is not available a suitable alternative may include 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)

**TRBWA:** | 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 currently in my final year of study, completing a Bachelor of Education, majoring in secondary science and mathematics.

I have successfully completed professional experiences at Swan River College and Sunshine High School. In my most recent time at Swan River College I worked across a number of different classrooms and year levels from years 7-12. I welcomed the opportunity to teach ATAR physics, attend the school swimming carnival and join the Science Department at the after school homework club.

## 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:

**2022 Bachelor of Education (Secondary)**

*In progress – Your University*

**2019 Any other relevant qualifications such as:**

- **Certificate III in Education Support**
- **Certificate IV in Training and Assessment**

## Relevant work history

The key word here is 'relevant' – consider what you include here. Think about your skills, experience and abilities in relation to casual teaching. 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.

We understand that you may not have an extensive work history relevant to teaching. If part time jobs whilst studying are your only roles to date, try and relate this experience to a teaching role. For example, if you have experience in a café or gym, try and describe how the skills used in these roles can be transferable into a teaching role. As a café employee, for example, you may have trained and mentored other staff members. You can also include your professional experiences (practicums).

### For example:

**2021**

#### **Teacher (Year 6), Professional experience (Practicum)**

*Perth Primary School*

While completing the practicum I:

- Assisted the mentor teacher coordinate 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.
- Engaged with the school community by attending school meetings.
- Assisted students with learning experiences.
- Delivered school-wide programs in Mathematics and English.

### My key achievements in this role:

- In collaboration with a mentor teacher, I helped develop 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. As a result of its success, it has become a permanent program.
- Assisting my mentor teacher introduce 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 up-skilled colleagues and developed user guides for teachers and parents. In 2021, 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).

## 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. This could include a current line manager, if relevant, and a mentor teacher from your teaching practicum. 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, mentor teacher, former colleague).



# Lodging your application



## Job application checklist

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

We recommend you do not upload **Publisher, Zip or password protected files** as this will prevent access to your attachments. You are advised to convert these documents to *PDF* prior to uploading into *JobsWA*.

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.

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

### Attach your Application for *Limited Registration*

- ☐ Ensure to tick, **Nominee’s Department of Education Consent** checkbox.
- ☐ Verification of identity by an authorised third party.
- ☐ *Nationally Coordinated Criminal History Check.*

### Attach all other documents

- ☐ A condensed CV (no more than four pages in length).
- ☐ Academic transcripts – copies of undergraduate degrees or postgraduate qualifications, including **credit points** and **professional experiences**.
- ☐ A copy of your *Working with Children Check* card or application receipt.
- ☐ Evidence of eligibility to work in Australia – Australian work visa or VEVO, if necessary.
- ☐ Attachments must be less than 2MB each, with a maximum combined size of 8MB.

**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](http://www.education.wa.edu.au/careers)**