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TEACHER ATTACHMENTS

NOTE: In Section 13 applicants can scan and attach further information. The Resume, Personal Statement and any additional relevant attachments should be updated regularly and attached each year of application to ensure that site leaders have access to current information.

SCANNING ADVICE:

1. Please be aware that each attachment can be up to 2 mb in size.
2. Scan attachments using a lower quality setting (e.g. NOT photograph quality).
3. Some larger documents may need to be scanned in 2 parts.
4. Where possible remove the watermarks and large logos from documents.

Attatchments you can include are:

1. RESUME

Please note: maximum size is one A4 page and attach as a word document

The Resume may be inclusive of additional information that has NOT been included in the online application, such as:

- Employment History (not included in the on-line application)
- Experience (including community experience and duties undertaken)
- Professional Activities including professional development
- Additional Areas of Expertise (examples could be native Korean Speaker, 7th Grade Piano teacher, Pedal Prix organiser, etc.)
- Any Other Relevant Information (examples could be Country Teaching Scholarship Graduate, Targeted Graduate Recruit, and Permanent Teacher Register (PTR)).

TEACHER ATTACHMENTS cont.

2. PERSONAL STATEMENT

The Personal Statement provides applicants with a significant opportunity to outline their strengths and practices as a teacher. Personal Statements are read by Principals/site leaders when considering teachers for temporary/contract appointments. Please note:

- *The Personal Statement criteria for the ETR is different to the Personal Statement criteria for advertised positions*
- *The Personal Statement should be one A4 page in length and attached as a word document*
- *Refer to the page 2 and 3 for suggestions on how to write the personal statement* **Personal**

Statement Criteria

The criteria for the personal statement in the online application on the Employable Teacher Register (ETR) changed in September 2013 and now align directly with the Australian Professional Standards for teachers. The new criteria are:

1. Professional Knowledge
   - Knowing the students and how they learn
   - Knowing the content and how to teach it
2. Professional Practice
   - Planning for and implementing effective teaching and learning
   - Creating and maintaining supportive and safe learning environments
   - Assessing, providing feedback and reporting on student learning
3. Professional Engagement
   - Engaging in Professional learning
   - Engaging professionally with colleagues, parents/carers and the community

From 2015, it is expected all personal statements attached to the Employable Teacher Register (ETR) application will address the new criteria developed in line with the Australian Professional Standards for Teachers.

TEACHER ATTACHMENTS cont.

(Personal Statement cont.)

Advertised Teacher Vacancies

The criteria of:

- Relationships
- Student Learning
- Curriculum and
- Safe Work Practices

will remain in place for all ADVERTISED TEACHER VACANCIES on the DECD website (temporary and permanent) as specified within the current Industrial Enterprise Agreement.

Please Note: When applying for advertised teacher vacancies please refer to the **Help document in Section 7** of the online application.

Suggestions for writing the Personal Statement

- Place your name and ID number on the top of your statement
- The recommended smallest size font for typing your document is Arial 9
- A margin of approximately 1-1½cms is recommended
- Consider the layout (1 column or 2) - two columns is generally considered best practice
- Align text to both the left and right margins - creating a clean look along each side of the page
- Create headings using the correct criteria - assists the panel to locate information
- Aim for a consistent tense - past or present
- Avoid too much repetition in relation to examples of your teaching practice or particular teaching strategies
- Aim to have a site leader or colleague proof read your statement and provide feedback (spelling and grammatical errors and excessive repetition are real turnoffs for panels)
- Use examples from your teaching experiences (graduates should include practicum experiences) to show evidence you can do what you say you can do
- Consider a 3 part approach to structuring an example of evidence:

  1. What I do? 2. How I do it? 3. How I know I am Successful?

- Write about “what you are qualified to teach” in the Professional Knowledge section
- State what you do assertively rather than I am aware of ..... (avoid ‘passive language’)

TEACHER ATTACHMENTS cont.

3. SUGGESTIONS FOR EACH SECTION OF THE PERSONAL STATEMENT

1. Professional Knowledge	
Knowing the students and how they learn	Knowing the content and how to teach it
Focus areas could include: • Physical, social and intellectual development and characteristics of students • Understand how students learn • Students with diverse linguistic, cultural, • religious and socioeconomic backgrounds • Strategies for teaching Aboriginal and Torres strait Islander students • Differentiate teaching to meet the specific learning needs of students across the full range of abilities • Strategies to support full participation of students with disability	*Focus areas could include:* • Content and teaching strategies of the teaching area • Content selection and organisation • Curriculum, assessment and reporting • Understand and respect Aboriginal and Torres Strait Islander people to promote reconciliation between Indigenous and non-Indigenous • Australians • Literacy and numeracy strategies • Information and Communication Technology (ICT)
2. Professional Practice	
Plan for & implement effective teaching & learning	Create & maintain supportive & safe learning environments
Focus areas could include: • Establish challenging learning goals • Plan, structure and sequence learning programs • Use teaching strategies • Select and use resources • Use effective classroom communication • Evaluate and improve teaching programs • Engage parents/ carers in the educative process	*Focus areas could include:* • Support student participation • Manage classroom activities • Manage challenging behaviour • Maintain student safety • Use ICT safely, responsibly and ethically
Assess, provide feedback and report on student learning	
Focus areas could include: • Assess student learning • Provide feedback to students on their learning • Make consistent and comparable judgments • Interpret student data • Report on student achievement	

TEACHER ATTACHMENTS cont.

(Suggestions for each section of the Personal Statement Cont.)

3. Professional Engagement	
Engage in professional learning	Engage professionally with colleagues, parents/ carers & the community
Focus areas could include: • Identify and plan professional learning needs • Engage in professional learning and improve practice • Engage with colleagues and improve practice • Apply professional learning and improve student learning	Focus areas could include: • Meet professional ethics and • responsibilities • Comply with legislative, administrative and organisational requirements • Engage with the parents/carers • Engage with professional teaching networks and broader communities

4. AUSTRALIAN CITIZEN (for first time applicants)

If you were born in Australia and have an Australian birth certificate or an Australian passport or if you have gained Australian citizenship, you need to attach a legible copy of one of these certificates. You will only need to do this **ONCE** and only when you are applying with DECD for the first time. Leave this section blank in subsequent applications.

5. IF NOT AN AUSTRALIAN CITIZEN (new applicant or continuing)

- If you have work rights with your current visa (e.g. permanent resident, skilled visa etc) you **MUST** attach a copy of the **PERSONAL DETAILS** page of your current passport **if you have not previously provided it**.
- You can also attach a copy of your current visa which needs to show the type of visa it is, any conditions associated with it, and the start and expiry dates of the visa if applicable.
- If your current visa is a **Bridging Visa**, you must also attach a copy of the visa you had prior to the bridging visa (if not already provided).
- You do not need to attach the same visa details every year. However, whenever the visa details or conditions change, you are oliged to attach the new or updated documentation.

6. ADDITIONAL RELEVANT ATTACHMENT (if applicable)

Attach any other documents that may compliment your application for employment as a teacher.

For further support contact:
DECD Recruitment and Compliance
Phone: 8226 1356
Email: DECD.Recruitment@sa.gov.au