

INFORMATION FOR APPLICANTS

Teacher Classification Requirements

The following documents are required to be submitted with your application to enable you to be classified and paid correctly as well as providing comprehensive information to prospective principals.

For Experienced Teachers

- Copy of degrees, diplomas or academic transcripts which state that you have satisfied all requirements for the award/s you have attained.
- Statements of service from all previous employers. (*Referees are not sufficient*)

For Beginning Teachers

- An up to date academic transcript together with a copy of your two most recent practicum reports. When you receive notification that you have satisfied all requirements for the award this should be submitted to this office.

Please note that applications will not be processed by payroll department upon employment unless you have included certified copies of your teacher qualifications and statements of service which are required to determine your teacher classification.

Recognition of Prior Service

The Teachers Enterprise Agreement also makes provision for the recognition of other employment as follows:

Recognition of Teaching Service

All teaching service undertaken in recognised schools (including some teaching institutions) if substantiated will be counted as service. This includes casual teaching.

Recognition of Service in industry outside of Teaching

Full time employment in an industry deemed directly relevant to employment as a teacher may be eligible for the granting of progression along the salary scale on the basis of one increment for each completed three years of full time employment. (Another Award provision allows for recognition of some service on a one to one basis.)

Recognition of Child Rearing

A teacher who ceases employment and is primarily engaged in child rearing before returning to teaching may have that period recognised for progression.

Process for Applying for Credit for a), b) and c) above

An application by a teacher for recognition of previous teaching service or other industry experience must be supported by a Statement of Service from the employer which sets out the period of employment and the nature of the employment (e.g. part time, full time). Also the statement should indicate if any leave without pay was taken. In respect of other industry experience the statement should contain a description of the duties performed.

An application by a teacher for recognition of a period of child rearing must be supported by a statutory declaration establishing the period of child rearing to be recognised and a copy of each child's birth certificate.

A successful application shall have the recognition granted from the commencement of employment, provided the application was received within one school term of the teacher commencing employment.

Successful applications received outside the school term stated above shall be granted recognition from when the application was received.