

# Attachments

Attachments can be made throughout the online application and they are all listed on the left hand side of the attachment section on each page.

Scanning tips can be located [here](#).

## Attachments you can include in the application you are completing:

- employable ancillary register (EAR) / employable teacher register (ETR) resume
- ancillary placement register (APR) supporting statement
- employable teacher register (ETR) personal statement
- advertised teacher vacancies personal statement
- permanent teacher register (PTR) personal statement
- additional employable teacher application and employable ancillary register attachments
- Australian citizen / not an Australian citizen.

## Employable ancillary register (EAR) / employable teacher register (ETR) 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:

- 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 in your EAR treasurer of Red Cross, member of governing council or any other community involvement and for an ETR country teaching scholarship graduate, targeted graduate recruit, and permanent teacher register (PTR)).

## Ancillary placement register (APR) supporting statement

A supporting statement is not mandatory for an APR application.

If you do choose to include a supporting statement please keep it to one typed A4 page.

Your supporting statement should address your major functions and skills, and demonstrate your experience in all of them and also address any other skills you may bring to a school.



# Attachments

## For 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. Please note:

- the personal statement criteria are different from the personal statement criteria for advertised positions
- The personal statement should be one A4 page in length and attached as a word document.

## Employable teacher register (ETR) personal statement

The personal statement criteria in the ETR are aligned directly with the Australian professional standards for teachers and are:

1. Professional Knowledge	
Knowing the students and how they learn	Knowing the content and how to teach it
Focus areas could include: <ul style="list-style-type: none"><li>• physical, social and intellectual development and characteristics of students</li><li>• understand how students learn</li><li>• students with diverse linguistic, cultural, religious and socioeconomic backgrounds</li><li>• strategies for teaching Aboriginal and Torres Strait Islander students</li><li>• differentiate teaching to meet the specific learning needs of students across the full range of abilities</li><li>• strategies to support full participation of students with a disability.</li></ul>	Focus areas could include: <ul style="list-style-type: none"><li>• content and teaching strategies of the teaching area</li><li>• content selection and organisation</li><li>• curriculum, assessment and reporting</li><li>• understand and respect Aboriginal and Torres Strait Islander people to promote reconciliation between indigenous and non indigenous Australians</li><li>• literacy and numeracy strategies</li><li>• information and communication technology (ICT).</li></ul>



# Attachments

## 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.

## 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.



# Attachments

## For advertised teacher vacancies personal statement and permanent teacher register (PTR) personal statement

### Advertised teacher vacancies

The criteria for advertised teacher vacancies as specified within the current Industrial Enterprise Agreement include:

- relationships
- student learning
- curriculum
- safe work practices.

### General 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 utilising the 4 criteria listed - this 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?
- state what you do assertively rather than I am aware of (avoid 'passive language').



# Attachments

## Additional employable teacher register and employable ancillary register attachments

### 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 the department for the first time. Leave this section blank in subsequent applications.

**Documents must match your legal name (birth name) not your preferred name.** If your name has changed since your birth include all your name change documents eg birth certificate, official marriage certificate or name change certificate.

### If not an Australian citizen (new applicant or continuing)

- If you have work rights with your current visa (eg 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 obliged to attach the new or updated documentation.

### Additional relevant attachment (if applicable)

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

For further support with	Contact
technical issues eg email address, internet service provider, your browser, attachments, cannot add additional rows or boxes	<b>Big Red Sky Help Desk</b> Tel: 1300 733 056 Email: <a href="mailto:helpdesk@bigredsky.com">helpdesk@bigredsky.com</a>
application process and procedures.	<b>People and Culture Operations</b> Tel: 8226 1356 Employable applicants: <a href="mailto:Education.Recruitment@sa.gov.au">Education.Recruitment@sa.gov.au</a> Permanent employees: <a href="mailto:Education.HR@sa.gov.au">Education.HR@sa.gov.au</a>

