Information Package for Teaching Positions
Dear Applicant

In addition to the General Information Package, please find enclosed information specific to teaching positions within South Western Sydney Institute.

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If you any queries about any of the information contained in this Package please contact the Workforce Services team on (02) 9609 9249.
Position: Teacher

Responsible to: Head Teacher

Duties:

1. Perform the teaching role in a most effective manner.

2. Provide assistance in the development of curriculum, teaching methods and resources.

3. Perform those administrative duties associated with their teaching.

4. Ensure the observance of appropriate safety, health, welfare, security and good housekeeping standards.

5. Comply with the requirements and regulations of appropriate legislation.

6. Ensure the principles of equal opportunity in education and employment are applied to all staff and students including the prevention of overt and covert discriminatory practices.

7. Be involved in and assist as required within the corporate life of the College.

8. Advise and assist students to develop their educational programs and make them aware of the facilities the College provides.

9. Provide advice and assistance to students, employers and members of the community and generally promote technical and further education.

PLEASE NOTE:

STATEMENTS OF DUTIES AS SHOWN ABOVE ARE ALSO SUBJECT TO CHANGE ACCORDING TO LOCAL COLLEGE NEEDS.
**Working Conditions:**

**Permanent Teachers** – as per the *TAFE Commission of NSW Teachers and Related Employees Enterprise Agreement 2013*. A copy of this document can be found in a TAFE library or on line at [www.dec.nsw.gov.au](http://www.dec.nsw.gov.au)

**Temporary Teachers** – as per *TAFE NSW Temporary Teachers – Conditions of Employment Procedures, October 2007*. A copy of this document can be found in a TAFE library or on line at [www.dec.nsw.edu.au](http://www.dec.nsw.edu.au)

**Salary:**

Commencing salaries will be within the range of $78,619 to $93,238 per annum, subject to qualifications and experience (refer to the *Salary Guidelines* sheet included in this information package).

Applicants should feel free to discuss salary commencement rate at time of interview.

At the time of employment being offered, successful applicants will be reminded that they are accepting both the position and the salary offered and that once accepted no consideration will be given to any request for a review of commencing salary. Any request for a review has to be finalised before acceptance.

**Entry on Duty:**

Successful applicants will commence duty ASAP. Prior to this date they will be required to meet with their Line Manager to provide documentation to enable creation of payroll master record.

**General Information:**

1. Applicants who are not current employees within TAFE NSW MUST have a valid and current Working with Children Check (WWCC) Clearance as a condition of employment. To apply for a WWCC Clearance, visit the Children Guardian’s website at [http://www.kids.nsw.gov.au](http://www.kids.nsw.gov.au). In addition, your employment will be subject to the Department’s National Criminal Records Check to determine your suitability for employment. You must also provide 100 points of identification as per the WWCC Appendix 6 – Proof of Identity. Please note that it is an offence for a person convicted of a serious sex offence to apply for TAFE NSW positions. Relevant screening checks will be conducted on recommended applicants.

2. Applicants must provide the name of two (2) contactable referees in their application with one of the referees being their current or most recent supervisor.

3. As a large number of applications are received for most positions, applications are short-listed in terms of the information provided specific to the Selection Criteria set out in the information package. It is, therefore, essential that applicants address all the selection criteria including detailed information about their qualifications (eg. subjects in their degree) and work experience relative to the selection criteria.
4. Please include certified copies of qualifications (where required as per selection criteria). You may be asked to bring originals to interview. If applicants possess overseas qualifications, it is essential to include a copy of the qualifications with an English translation and a statement of equivalence (if available).

5. Applicants called forward to interview are expected to bring 100 points of identification as per the *Proof of Identification* document included in the information package.

6. Recommended applicants will be appointed to current vacancies; however an eligibility list may be created which may be used to fill future vacancies arising within the Institute.

7. Hours of work will be negotiated in advance with the Head Teacher and will be consistent with Award provisions.
Please note that the following Selection Criterion must be addressed by applicants:

- Certificate IV in Training & Assessment (TAE40110) or able to demonstrate equivalent competencies.

6.6 Minimum qualifications for appointment

6.6.1 On entry into their position, TAFE Teachers are required to meet the entry requirements prescribed for the relevant teacher designation. These consist of:

- technical or professional qualifications;
- vocational and/or industrial experience; and
- common core criteria

The National Skills Standard Council (NSSC) is responsible for determining the training and assessment competencies to be held by trainers and assessors in accordance with Standard 1.4a of the AQTF Essential Conditions and Standards for Initial and Continuing Registration and SNR 4.4 and 15.4 of the Standards for NVR Registered Training Organisations as set out below.

The National Skills and Standards Council has determined that from 1 July 2013:

1. hold the TAE40110 Certificate IV in Training and Assessment from the TAE10 Training and Assessment Training Package as a minimum qualification or be able to demonstrate equivalence of competencies; and
2. be able to demonstrate vocational competencies at least to the level being delivered and assessed; and
3. be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and trainer/assessor competence.

Please note as of 1 July 2013 the TAA40104 will no longer be accepted. Teachers can only be employed who hold the current TAE40110 qualification.
Salary Guidelines

As a guideline the salary offered to **Permanent & Temporary** Teachers is in accordance with the schedule below.

<table>
<thead>
<tr>
<th>Year on Scale</th>
<th>Criteria for Appointment</th>
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</thead>
<tbody>
<tr>
<td><strong>Year 1</strong></td>
<td>$78,619 p.a.</td>
</tr>
<tr>
<td></td>
<td>Applicants with the minimum qualifications and minimum relevant years of experience.</td>
</tr>
<tr>
<td><strong>Year 2</strong></td>
<td>$81,836 p.a.</td>
</tr>
<tr>
<td></td>
<td>Applicants with the successful completion of an approved teacher education program;</td>
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<tr>
<td></td>
<td>OR applicants with three years of vocational and/or industrial experience above the minimum vocational and/or industrial experience prescribed for the position.</td>
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<tr>
<td><strong>Year 3</strong></td>
<td>$85,063 p.a.</td>
</tr>
<tr>
<td></td>
<td>Applicants with the successful completion of an approved teacher education program AND three years of vocational and/or industrial experience above the minimum vocational and/or industrial experience prescribed for the position;</td>
</tr>
<tr>
<td></td>
<td>OR six years of vocational and/or industrial experience above the minimum vocational and/or industrial experience prescribed for the position.</td>
</tr>
<tr>
<td><strong>Year 4</strong></td>
<td>$93,238 p.a.</td>
</tr>
<tr>
<td></td>
<td>Successful completion of an approved teacher education program; AND</td>
</tr>
<tr>
<td></td>
<td>Six years of vocational and/or industrial experience above the minimum vocational and/or industrial experience prescribed for the position.</td>
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</tbody>
</table>

If you have any inquiries please phone the Workforce Services team on (02) 9609 9249.
Working Conditions – a brief summary

Part-Time Casual Teachers are employed under the TAFE NSW Part-Time Casual Teachers Conditions of Employment Procedures, October 2007 and the TAFE Commission of NSW Teachers and Related Employees Enterprise Agreement 2013. A copy of these documents can be found in a TAFE library or on line at www.dec.nsw.gov.au

1. The current hourly rate for teaching, as at 1 January 2015, is $76.84 per hour and this rate is inclusive of all incidentals of employment, excluding entitlements under the Long Service Leave (Amendment) Act 1985 and including duties as listed below:

   ✓ Attendance in the classroom before the commencement and after the completion of class.
   ✓ Setting and marking of class tests.
   ✓ Assessing and marking students' practical work.
   ✓ Preparing special lectures and lecture demonstrations.
   ✓ Completing records and returns.
   ✓ Setting and marking assignments.
   ✓ Recording of results.
   ✓ Familiarisation with the syllabus or training package documents
   ✓ Organization of lesson plan.
   ✓ Making copies of notes.
   ✓ Preparation of practical work, drawing and practical exercises.

2. From 18 July 2005 part time casual teachers teaching 10 or more hours in a week in any one Institute, under one or more approved programs, shall be entitled to payment for related duties, provided that they attend to perform the related duties.

3. Offers of work are made from Institute suitability lists. The availability of work, the particular demands of the class and the expertise needed are all considerations in the allocation of teaching hours.

4. Generally teachers would not be employed for more than what would normally constitute a full time teaching load (i.e. 19 hours per week).
5. Teachers must have completed the Certificate IV in Training and Assessment (TAE40110) or able to demonstrate equivalent competencies.

6. Payment for work is made each fortnight into your nominated bank account.

7. If approved to attend a staff development activity that coincides with normal duties, payment may be made for the normal teaching program whilst engaged in the staff development activity.

8. An induction program will be made available for teachers and you will be invited to attend a program once employed within the Institute.

9. Evening classes may be part of your program.

10. If your name is on a current suitability list at another institute for the subject that you are currently teaching within South Western Sydney Institute, you can ask for your name to be transferred to our suitability list. To do this you will need to provide us with the following documentation:

   ✓ A copy of the notification/letter from the other institute confirming that your name has been placed on a suitability list in the relevant discipline/subject area.

   ✓ Brief CV/Resume.

   ✓ Certified copies of qualifications relevant to the discipline/subject area.

   ✓ Approval of Verification of Qualifications form.

   ✓ 100 points proof of ID as per the WWCC Appendix 6 – Proof of Identity

   ✓ a completed WWCC Appendix 7: Declaration

   ✓ a completed WWCC Appendix 8: CRIMTRAC Form

   ✓ Names of two referees.
Essential information for NSW Government job applicants

People who work for the NSW Government are not just doing a job — they are representing the Government. They are expected to behave fairly and correctly when carrying out their duties and in dealing with the public and fellow employees.

For this reason, job applicants need to have a knowledge and understanding of the common selection criteria:

- equal employment opportunity (EEO)
- ethical practice
- ethnic affairs priorities statements (EAPS)
- work, health and safety (WH&S)

This information is designed to help you gain an understanding of these areas. Studying this information will be enough to enable most job applicants to write their application and prepare for the questions they will be asked at interview. For more information: [www.eeo.nsw.gov.au](http://www.eeo.nsw.gov.au)

1. Equal Employment Opportunity (EEO)

Equal Employment Opportunity (EEO) is about:

- making sure that workplaces are free from all forms of unlawful discrimination and harassment, and
- providing programs to assist members of EEO groups.

EEO groups are people affected by past or continuing disadvantage or discrimination in employment. These groups are:

- women
- Aboriginal people and Torres Strait Islanders
- members of racial, ethnic, and ethno-religious minority groups
- people with a disability.

Discrimination is treating someone unfairly or harassing them because they belong to a particular group. Under the Anti-Discrimination Act 1977, it is against the law in NSW for any employer, including the Government, to discriminate against an employee or job applicant because of their: age; sex; pregnancy; disability (includes past, present or possible future disability); race, colour, ethnic or ethno-religious background, descent or nationality; marital status; carer's responsibilities; homosexuality; transgender.

Both direct and indirect discrimination are against the law. Direct discrimination means treatment that is obviously unfair or unequal.

Indirect discrimination means having a requirement that is the same for everyone but has an effect or result that is unfair to particular groups.

Employees have the right to:

- a workplace that is free from unlawful discrimination and harassment
- equal access to benefits and conditions
- fair processes to deal with work-related complaints and grievances.

Employees have the responsibility to:

- act to prevent harassment and discrimination against others in the workplace
- respect differences among colleagues and customers such as cultural and social diversity
- treat people fairly (don't discriminate against or harass them).
Managers & supervisors have the responsibility to:

- take steps to ensure that all work practices and behaviours are fair and free from all forms of unlawful discrimination and harassment
- provide employees with equal opportunity to apply for available jobs, training and development, higher duties and flexible working hours
- ensure selection processes are based on merit, transparent and the methods used are consistent.

2. Ethical Practice

People who work for the NSW Government must always work ethically and act in good faith in the public interest. This is their public duty.

The Independent Commission Against Corruption has developed these principles to help Government employees make better decisions and resolve ethical dilemmas that they face at work:

**Serving public above private interests**

Government employees must make decisions and take actions which best serve the public interest. When making decisions, employees should not consider their private or personal interests.

**Integrity**

Government employees should ensure that any decision made, or action taken, has these qualities:

**Openness**
- Giving reasons for decisions
- Revealing all avenues available to the client or business
- When authorised, offering all information
- Communicating clearly

**Honesty**
- Obeying the law
- Following the letter and spirit of policies and procedures
- Observing codes of conduct
- Fully disclosing any possible conflicts between the public interest and your personal interest

**Accountability**
- Recording reasons for decisions
- Submitting to scrutiny
- Keeping proper accessible records
- Establishing audit trails

**Objectivity**
- Fairness to all
- Impartial assessment
- Merit selection in recruitment and in purchase and sale of government resources
- Considering only relevant matters

**Courage**
- Giving advice fearlessly and frankly where required
- Doing the right thing even in the face of adversity
- Reporting and dealing with suspected wrongdoing
- Acting in the public interest above loyalty to colleagues or supervisors.
Leadership
Demonstrating, by your own ethical behaviour, the value of these principles in serving the public interest. Promoting public duty to colleagues and others in an agency and outside.
For more information, see www.icac.nsw.gov.au You can also ask any Government agency for a copy of their Code of Conduct for employees.

3. Ethnic Affairs Priorities Statements (EAPS)

The NSW Government recognises and values the different linguistic, religious, racial and ethnic backgrounds of all the people of NSW.

The Community Relations Commission and Principles of Multiculturalism Act 2000 sets out four principles of multiculturalism. These are:

- All individuals in NSW should have the greatest possible opportunity to contribute to, and participate in, all aspects of public life in which they may legally participate.
- All individuals and institutions should respect and make provision for the culture, language and religion of others within an Australian legal and institutional framework where English is the common language.
- All individuals should have the greatest possible opportunity to make use of and participate in relevant activities and programs provided or administered by the Government of NSW.
- All institutions of NSW should recognise the linguistic and cultural assets in the population of NSW as a valuable resource and promote this resource to maximise the development of the State.

All NSW Government agencies must include an Ethnic Affairs Priorities Statement (EAPS) in their annual report to Parliament. These contain the agency’s strategies and plans for future action to meet the principles of multiculturalism.

Strategies include:

- offering programs and services which reflect the needs of the entire community
- developing and implementing policies which are sensitive to the needs of all staff and clients
- providing information in ways that will reach all staff and clients
- providing language services for all clients
- ensuring that boards and committees reflect the multiculturalism of the community
- training staff on multiculturalism issues and how these apply in their jobs
- using flexible, inclusive consultation processes.

A number of NSW agencies have been identified as key agencies on the basis of:

- a high degree of client contact, especially in the areas of welfare, justice, education and employment, and/or
- responsibility for developing and implementing Government policy in these areas.

These key agencies are also required to work closely with the Community Relations Commission in the preparation of their EAPS and to lodge their EAPS with the Commission.
For more information, see www.crc.nsw.gov.au

4. Work Health Safety (WH&S)

What everyone needs to know

The NSW Work Health and Safety Act 2011 aims to provide for a balanced and nationally consistent framework to secure the health and safety of workers and workplaces.

Employees must:

- take reasonable care for their own health and safety.
Employers must:

- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- comply, so far as they are reasonably able, with any reasonable instruction to allow the Department to comply with the Act.
- cooperate with any reasonable policy or procedure relating to health and safety at the workplace that has been notified to workers.

All persons must not:

- interfere with or misuse things provided for the health, safety or welfare of persons at work
- obstruct attempts to give aid or attempts to prevent a serious risk to the health and safety of a person at work
- refuse a reasonable request to assist in giving aid or preventing a risk to health and safety
- disrupt a workplace by creating health and safety fears.

What managers need to know

Employers must act to ensure the health, safety and welfare at work of their employees. They must:

- maintain places of work under their control in a safe condition and provide and maintain safe entrances and exits
- make arrangements for ensuring the safe use, handling, storage and transport of equipment and substances
- provide and maintain systems of work and working environments that are safe and without risks to health
- provide the information, instruction, training and supervision necessary to ensure the health and safety at work of employees
- provide adequate facilities for the welfare of employees
- consult with employees to enable them to contribute to decisions affecting their health, safety and welfare
- adopt a risk management approach to managing workplace health and safety.

Note: This page is intended solely for the use of job applicants. Managers and employees should seek more information once they enter the workplace. Nothing in this section shall be construed to waive or modify any obligations imposed by the Work Health and Safety Act 2011 or the Work Health and Safety Regulation 2011.

For more information, see www.workcover.nsw.gov.au