

Applying for teaching positions in independent schools

Independent schools' recruitment practices include:

- Advertising in the local newspaper
- Advertising in *The Age*
- Advertising with IARTV and IASV
- Word of mouth
- Use of agencies for emergency teachers
- Generally, if they are aware of an opening, schools like to advertise in the third term.

Once they have advertised, the recruitment practice may involve some or all of the following:

- Receive resumes and sort in to 'yes' or 'no' and 'maybe'
- Give applicants a tour of the school – this not only benefits the school but helps the applicant see if the school environment is one they could work in
- Interview process- this will vary from school to school. There may be a number of interviews, one with just the principal and then one with the subject coordinator or Year Level Coordinator.
- Referees are contacted if the school is interested in finding out more about the applicant

Recruitment agencies for independent schools

Recruitment trends/needs

- Recruitment is through three main organizations – The Age, IARTV and AISV
- Current subjects in demand – Math/Science, IT, LOTE. The popularity and demand comes and goes.
- Current shortage of regional and primary teachers.

Current recruitment practices

- Advertise in the Age, local news papers
- Some organizations do letter drops
- Positions posted on the organization's website
- Attending university careers fair and seminars
- Interview with the agency and interview with the school.

Disciplines/qualification required

- VIT or equivalent in other states
- Evidence of qualification – University transcript
- Police check
- Disciplines vary according to positions available

Skill sets / experience required

- Extra – curricular skills are highly regarded by independent schools
- Practical experience in the workplace – e.g. an IT teacher with industry experience
- Enthusiasm and willingness to get involved
- A well-presented CV

Identifying a suitable applicant

Independent school Recruitment Agencies generally:

- Conduct phone interview, face to face interviews
- Verification of VIT registration, police check and CV are also undertaken
- During the interviews they look for qualities, enthusiasm, commitment and understanding of independent schools
- Check references
- Interviews and referees are also used to assess the attitude of the applicant
- Recruitment organizations will not recommend as applicant if they don't believe they are suitable

What sets one candidate apart from another?

- The ability of applicants to articulate their teaching philosophy and interests and the ability to highlight their interests
- From an independent schools perspective someone that also attended an independent school
- Membership of their professional subject association
- Evidence of professional development – often difficult for graduates but does show interest and involvement
- Other qualifications such as First Aid (particularly for sports educators)
- Interview skills and portfolio

Advice for students

- Be professional
- Use your placements to immerse your self in a school
- Use your initiative to get a much experience as possible
- When seeking employment, find out what the independent school's salary policy is and if there's a certified agreement. The pay scale can vary from that of a government school
- Your CV is important – spend time on it and make sure your references contact details are correct
- There are so many opportunities – look for them!
- Check what fees may be payable to recruit agencies

©This information has been collated on the basis of interviews conducted with recruitment agencies and independent schools in 2004/5 by Jobshop.