

	<p>Department of Education & Early Childhood Development Victorian School of Languages <u>SUPERVISOR/ASSISTANT</u> <u>SUPERVISOR APPLICATION</u></p>	<p>Victorian School of Languages PO Box 1172, Thornbury 3071 Tel: (03) 9474 0500 Fax: (03) 9416 9899 Website: www.vsl.vic.edu.au Email: vsl@vsl.vic.edu.au</p>
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Instructions to Applicants

Before completing the attached form read the following instructions carefully.

You should also read the 2023 VSL Languages Circular.

A. DOCUMENTATION REQUIRED FROM ALL APPLICANTS

Evidence of Date of Birth

Copies of one of the following: birth certificate, extract of birth entry, passport, certificate of naturalisation, certificate of citizenship.

Evidence of Change of Name

If your name is not the same as that on your birth certificate you need to provide evidence of the change of name.

Evidence of Teacher Registration

All supervisory staff are required to obtain registration from the Victorian Institute of Teaching which includes a police record check. If you do not possess three years of tertiary language qualifications, two references from suitably qualified persons should be included to attest to your language teaching skills and suitability to supervise a VSL centre.

Evidence of Academic and Teacher Training Qualifications

- copies of academic records (official transcripts) of all subjects completed in each qualification obtained
- copies of relevant certificates, diplomas or degrees issued by tertiary institutions
- copies of any other qualifications in the language

Evidence of Permanent Residency Status

If you are not an Australian citizen, include a copy of the relevant pages from your passport showing a stamp which confirms your right to permanent residence or permission to work in Australia. Your name must appear on the copy. No person without a valid Visa can be employed by the school.

NB. All documentation supplied must be certified by an appropriate person (see next page). Do **not** supply original documents.

B. Child Safe Standards

The Victorian School of Languages is committed to child safety and has zero tolerance of child abuse. All staff are required to be familiar with and implement the:

- Child Safe Standards.
- Statement of Commitment to Child Safety.
- Child Safety Code of Conduct.
- Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The school's Child Safety Code of Conduct is available on the school's website.

C. ADDITIONAL INFORMATION

You may be required for an interview before you can be appointed. The key selection criteria (attached) is indicative of what is considered in assessing your suitability for a position.

This information will be entered on a database. Please notify the Head Office of any changes in your details, especially your daytime contact and mobile telephone numbers.

The application will be kept for two years. You will need to reapply after that time.

D. CERTIFICATION OF DOCUMENTS

The following persons can certify copies of documents required to support your application and witness the statutory declaration for the pre-employment health declaration.

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the *Legal Profession Act 2004*)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the registrar or the deputy registrar of the Magistrates' Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the *Patents Act 1990* of the Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a council as defined in the *Local Government Act 1989*
- a registered medical practitioner within the meaning of the *Medical Practice Act 1994*
- a registered dentist within the meaning of the *Dental Practice Act 1999*
- a veterinary practitioner
- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or CPA or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages (not a civil celebrant)
- a person employed under Part 3 of the *Public Administration Act 2004* with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria).

E. APPLICATION

Complete all particulars of your application in BLOCK LETTERS and return to:

**The VSL Area Manager
Victorian School of Languages
PO Box 1172
Thornbury 3071**

OFFICE USE ONLY:

Date issued ___/___/___

Category _____

Comments _____

F. REFEREE QUESTION WITH A CHILD SAFETY FOCUS (Office use only)

- • Have you directly supervised and observed the candidate's work with children or young people?
- • This role involves contact with children and/or young people. Can you tell me about the candidate's work with children and young people?
- • Have you observed the applicant managing the challenging behaviour of a child or young person?
- • From a child safety perspective, what strengths does the applicant bring to this role?
- • From a child safety perspective, was there ever a cause for concern about the behaviour of the applicant?
- **EXTRA**
- • Would you employ this person again?
- **Additional for Volunteers**
- • Do you have any concerns about the applicant working or volunteering with children and/or young people?

Office Use Only

Date issued ___/___/___

Category _____

Comments _____

Have you previously taught with the VSL?

Yes No

Are you currently employed By the DEECD?

Yes No

Department of Education & Early Childhood Development (DEECD)
VICTORIAN SCHOOL OF LANGUAGES
Application Form – Supervisor/Assistant Supervisor - 2023

PLEASE NOTE: Complete **all** particulars in **BLOCK LETTERS** and return to:
The Principal, Victorian School of Languages, PO Box 1172, Thornbury Vic 3071

**Please read the instruction sheet
before completing this form.
Failure to provide required information
could result in the return of your application.**

Title (Mr, Mrs, Ms) _____ Surname _____ Given Names _____

Home Address _____

Postcode _____

Home Telephone _____ Mobile _____ Date of Birth _____

Email address _____ Fax _____

Emergency contact name _____ Emergency contact number _____

Place of Weekly Employment _____

Address _____ Work Tel: _____

Email address _____ Fax _____

Position(s) applied for, please tick:

SUPERVISOR

ASSISTANT SUPERVISOR

Centres applied for in priority order (see VSL Languages Circular)

1.	2.	3.
4.	5.	6.

For Office Use Only

Notice of appointment	Centre	Centre Notified

Transferred from: _____ To: _____

Resigned: _____

A. TEACHER REGISTRATION (Attach evidence)

VICTORIAN INSTITUTE OF TEACHING Registration No. _____

B. QUALIFICATIONS (Attach a transcript of your academic record)

Tertiary Qualifications (eg. Bachelor of Arts) Year of Completion _____

Name of Institution _____ Country where study took place _____

Name of degree/diploma _____

Teacher Training Qualifications (eg. Diploma of Education or Bachelor of Education or Master of Teaching).

Name of Institution _____ Country where study took place _____

Name of degree/diploma _____

Language teaching methodology Yes No Year of Completion _____

Language other than English Qualifications

Number of years of formal and successful tertiary studies in the language(s) offered _____

Language(s) studied _____

Additional qualifications or accreditation Year of Completion _____

Details _____

Name of Institution _____ Country where study took place _____

C. PREVIOUS EXPERIENCE

Name and Address of Employer	Start Date	Finish Date	Roles / Responsibilities

D. RESUME

Please attach a current document that addresses the key selection criteria which are listed on the last page of this application form. Resume attached Yes No

E. DECLARATION

I have no pre-existing illness or injury that would interfere with my capacity to undertake the duties of the position. In addition, I will inform the school if this situation changes during the year, or if I go on personal leave from another employer.

I declare that I will implement the VSL “Child Safety Code of Conduct” and that I have not been charged with any offences involving children.

I _____ (*applicant's name*) declare that the contents of the above application are true and correct.

Signature _____ Date ___ / ___ / ___

Signature of witness _____ Date ___ / ___ / ___

Checklist (*All of these copies must be certified)

*Attach copy of teacher registration by the Victorian Institute of Teaching

*Attach copies of your qualifications

*If you do not have teacher qualifications, provide two references

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**Victorian School of Languages
Centre Classes**

Key Selection Criteria for Supervisors/Assistant Supervisors

ESSENTIAL

- 1. VIT full or Permission to Teach registration.**
- 2. A Bachelor Degree preferably with a Language major, and a Diploma of Education (or Bachelor of Education or Master of Teaching) or equivalent qualifications.**
- 3. Demonstrated understanding of curriculum and language teaching and learning as demonstrated by past student achievement.**
- 4. Demonstrated understanding of the (new) Victorian Curriculum (F-10), VCE and other DET policies and initiatives such as Assessment and Reporting and ICT.**
- 5. Demonstrated competence in leading others, including management of staff and the development of a team committed to achieving common goals.**
- 6. High level communication and interpersonal skills and the ability to resolve conflict in a setting which respects multiculturalism and diversity.**
- 7. Ability to liaise successfully between the host school and the Victorian School of Languages and maintain good relationships.**
- 8. Ability to implement and monitor systems, including those that are technology based, to improve the effective operation of the Centre.**
- 9. Capacity to reflect on practice and a demonstrated commitment to professional development.**
- 10. Capacity to promote VSL language classes and centres.**
- 11. Ability to implement “Child Safe Standards” practices and OHS policies.**

Request for eduMail for Locally employed school staff

Business managers (and/ or School Principals) are required to complete the below information to request an eduMail account for locally employed staff at your school who also **require access to CASES21**. Locally employed staffs are defined as a staff member engaged and paid directly by your schools local payroll. Staff employed by the Departments central payroll, eduPay, must not be submitted using the below process.

Staff paid by the Departments central payroll will have their eduMail account provisioned automatically on their commencement date.

All requests must be completed with staffs official name and current address. Where staff has previously been employed by the Department, their former ID (and former name - if applicable) must be provided. Where details are incorrect, request will be declined.

Personal Particulars

First Name:	
Middle Name:	
Surname:	

Is the staff known under a former name? If yes, please list former name	
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Date Of Birth:	
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Residential Address:	
City:	
PostCode:	

Mobile Phone:	
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Engagement Particulars

Start Date:	
End Date: <i>** End Date must not be greater than 12months.</i>	

Job Title:	
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School Name:	Victorian School of Languages
School Number:	6359
Campus Number:	1
School Phone Number:	9474 0500

Has Staff previously been employed and paid by Departments Central Payroll? Yes / No	
If yes, please provide userID.	
Is Staff currently employed at another DET school or at the Department? Yes/No	
If yes, please provide where	

Once account is approved it will be scheduled for creation with account details automatically sent to your schools eduMail account.

eduMail accounts are granted for the duration of engagement. Where staff ceases employment prematurely school is to advise the Department so that account can be closed.