



NSW TEACHERS FEDERATION

Graduate Teachers Survival Kit 2015

The transition from university student to teacher can be overwhelming. The NSW Teachers Federation is here to help and advise.

This booklet provides information about the Federation's support and services for graduate teachers and gives a summary and guide to the employment processes and working conditions that apply to teachers seeking employment in the NSW public education system.

The information contained in this booklet is drawn from a number of references that you can locate on the NSW Department of Education and Communities website, www.dec.nsw.gov.au; the NSW Teachers Federation website, www.nswtf.org.au; and the teacher accreditation section of the Board of Studies, Teaching and Educational Standards (BOSTES), www.nswteachers.nsw.edu.au. Please note all URLs in this booklet were correct at time of printing.

Further information can be obtained from the NSW Teachers Federation:

Website	www.nswtf.org.au
Email	mail@nswtf.org.au
Telephone	(02) 9217 2100
Communications	1300 654 367
Facsimile	(02) 9217 2470
Location	23-33 Mary Street, Surry Hills NSW 2010
Postal address	Locked Bag 3010, Darlinghurst NSW 1300

Authorised by Michelle Rosicky, Acting General Secretary, NSW Teachers Federation, 23-33 Mary Street, Surry Hills 2010.

ISBN 978-1-875699-05-6

14387

Contents

Major organisations in public education	4
NSW Teachers Federation	4
NSW Department of Education and Communities	4
Board of Studies, Teaching and Educational Standards	4
Australian Education Union	4
The NSW Teachers Federation	6
1. What is the NSW Teachers Federation?	6
2. What is an industrial organisation?	6
3. How is it a professional organisation?	6
4. What are the benefits of membership?	7
5. Why become a student member now?	8
6. What happens when I am no longer a student?	9
7. How can I maintain my membership?	9
8. What if I am not working in the NSW state system?	9
What is the process for getting a teaching job?	10
1. The Department's teacher employment application process	10
2. Working with Children check	11
3. BOSTES	11
4. Department of Education and Communities interview	11
5. Employment and classification	12
6. Graduate Recruitment Program (GRP)	12
7. Offers of appointment	13
8. Approval to Teach number	13
9. Priority date	14
10. Active/Inactive unemployed lists	14
Filling permanent classroom teacher vacancies	16
Teacher Employment Priority Scheme (TEPS)	19
Transfer points system	20
Incentive schools and incentive transfers	20
Advertised positions	20
Casual and temporary teaching	21
Information for casual and temporary teachers	21
Finding casual and temporary work	21
JobFeed	22
Welfare and Information leaflets	22
Teacher housing	23
Salary matters	24
Starting rates	24
Members-only information	26

Major organisations in public education

NSW Teachers Federation

www.nswtf.org.au

The NSW Teachers Federation (the Federation) is the trade union that represents public school teachers in NSW. The Federation represents teachers in NSW public preschools, infants, primary and secondary schools and TAFE Institutes. Teachers in Schools for Specific Purposes and Corrective Services are also members.

All public education workplaces have an elected Federation Representative who has the right to speak for teachers on behalf of their union. Federation's policies and campaigns are determined by democratic processes. Forums include workplace and Association meetings, Councils and Annual Conference.

NSW Department of Education and Communities

www.dec.gov.au

From the perspective of public school and TAFE teachers, the NSW Department of Education and Communities (DEC) is the NSW state government department responsible for providing public education and training. It is the major employer of teachers in NSW with more than 2200 schools, 60,000 school teachers and 750,000 students. It is one of the significant education systems in the world.

Board of Studies, Teaching and Educational Standards

www.nswteachers.nsw.edu.au

The Board of Studies, Teaching and Educational Standards (BOSTES), established in January 2014, is the amalgamation of the NSW Board of Studies and the NSW Institute of Teachers. BOSTES is now the body that regulates a system of accreditation.

All new scheme teachers (a person who has not taught in NSW prior to October 1, 2004 or a person returning to teaching in NSW after an absence of five or more years) must be accredited by the Institute to work in any government or non-government school in NSW.

Accreditation recognises and certifies a teacher's achievement against the Australian Professional Standards for Teachers, it is mandatory and it is a school-based process.

An annual accreditation fee is payable by all accredited teachers.

Australian Education Union

www.aeufederal.org.au

The AEU is a nationally organised union with a federal office in Melbourne, offices in all state and territory capitals as well as many regional centres.

As the largest union in the education sector, the AEU is an effective lobbyist for

public education resources at both Commonwealth and state levels. Through the Federation of Education Unions, the AEU works closely with the federal unions which cover educators in non-government schools and universities.

The NSW Teachers Federation is the NSW branch of the AEU.

NSW Teachers Federation

1. What is the NSW Teachers Federation?

The NSW Teachers Federation is the registered trade union that covers teachers in the public education system. The Federation has approximately 70,000 members in a range of settings: preschools, infants/primary schools, secondary schools, Departmental offices, TAFE colleges and Correctional Service centres.

Federation membership is available to students undertaking teacher education and qualified teachers working in NSW government schools.

Since 1918 the Federation has fought for and won improvements in teachers' working conditions and students' learning conditions. The Federation is both the industrial and professional organisation for public school teachers.

2. What is an industrial organisation?

The Federation is a trade union with registered rules and coverage. Federation's Rules are registered and approved by the NSW Industrial Registrar and the Fair Work Commission. Our activities are regulated, recognised and protected within parameters determined by the Industrial Relations Act 1996 and the Fair Work Act 2009.

The union has a right to represent members individually and collectively in all appropriate forums — from the workplace through to the Industrial Relations Commission and other legal or industrial relations forums.

The union negotiates with the employer to improve teacher salaries and working conditions, and can act to protect individual member's rights in the workplace.

Federation has links with other industrial organisations as well as with the broader teacher union movement. For example, Federation has:

- membership of Unions NSW
- federal professional/industrial representation through Australian Education Union (AEU)
- Australian Councils of Trade Unions (ACTU) membership through the AEU
- international professional/industrial representation through Education International (EI)
- membership of international labour forums through ACTU.

3. How is it a professional organisation?

Teaching is a professional occupation. Involvement in your industrial organisation is another aspect of your professional life. The Federation is a democratic organisation. Federation can claim to be the voice of teachers in the public education system because most of the teachers in the public education system are members. Federation's policies and campaigns are determined by democratic processes. Forums include

workplace and Association meetings, Council and Annual Conference.

The Federation prides itself on successfully campaigning with teachers for a quality public education system. The improvements achieved in public schools and colleges across NSW are a direct result of Federation policy democratically developed by members. The Federation is committed to a quality public education system that not only benefits teachers, students and parents, but the whole community.

The Federation is one of the largest trade unions in NSW and successfully articulates the concerns of teachers in the public education system. In issues such as salaries and working conditions, or professional matters such as teacher registration and professional learning, the Federation is a prime force in shaping the debate.

The Federation is not affiliated to any political party.

4. What are the benefits of membership?

Membership of the Federation provides entitlement to a wide range of services:

- **Information.**

The Communications Room is an information and advice service. The Federation's Communication Advisors provide advice and information in response to member requests regarding industrial awards, working conditions of teachers and Federation policy.

The Federation's website is another source of current information about campaign matters. It also provides links to other relevant sites, and information about campaigns being pursued by other teacher organisation. The website also has a page called Future Teachers, futureteachers.org.au which provides support and information for trainee teachers. The Federation's website address is www.nswtf.org.au.

Education, posted to financial members eight times a year, keeps you informed of the latest developments in education and services available to members. Student members can access the journal on the website. *Education* is also available as an App which can be accessed as on iPad or Android tablet.

The Federation Library provides members with a comprehensive range of publications on education.

- **Membership Card app.** Members can download the membership app and conveniently access information on a smartphone.
- **Personal assistance.** You can get advice and assistance from the Federation Representative (Fed Rep) in your workplace and from your Federation Organiser or from other Officers and staff at the Federation. These matters can be anything from advice about entitlements, or assistance with resolving workplace problems, through to legal assistance for workplace injury, defence against Department of Education and Communities (DEC or the Department) charges, and other matters arising from employment circumstances.

- **Professional development.** The Federation is an endorsed provider of professional development with BOSTES.

The union offers trade union training to Fed Reps in schools, and for other groups of members. The union also conducts a range of trade union training activities for beginning teachers, such as conferences, courses and seminars. Information about these activities can be accessed via Federation's journal *Education*, and in mail-outs to workplaces. Information about these activities is also available on the website.

The Federation has established a Centre for Professional Learning (CPL) which provides high quality, professional development courses for members of the union.

- **Access other benefits.** Union membership allows you to join other organisations providing valuable benefits and services to teachers and their families at competitive rates. These include Teachers Federation Health — private health insurance www.teachershealth.com.au and Teachers Mutual Bank — financial products and services www.tmbank.com.au.

Beginning teacher conferences and courses

The Federation holds a number of conferences in various locations throughout NSW. These are open to all new (beginning) teachers employed by the DEC as a permanent, temporary or casual teacher in the schools sector.

The conferences deal with employment conditions, teachers' rights, issues for new teachers, the accreditation requirements and practical professional workshops focusing on classroom management and pedagogy.

The Federation also conducts 1-day training courses especially for beginning teachers to ensure that you know your responsibilities and your rights as a teacher. In particular, these courses concentrate on accreditation requirements, and the legal responsibilities of teachers' working conditions and professional issues for early career teachers.

5. Why become a student member now?

The Federation will provide an exemption from student membership fees whilst you are student under the following conditions:

1. You are currently enrolled in a course that will lead to a teacher qualification in NSW, and you are earning no income as a permanent, temporary or casual teacher in the government school system.
2. You agree to inform the Federation of any change of your teacher employment status in the NSW government school system.

Student membership will provide you with access to the Federation services until you have completed your academic requirements. The importance of joining now is

that the Federation is able to provide you with assistance and advice during the DEC interview process and subsequent potential offers of employment.

You will be eligible to join the Teachers Mutual Bank and the Teachers Federation Health Fund based on your student membership.

6. What happens when I am no longer a student?

When you gain a casual, temporary, permanent, part time or a full time teaching position you need to upgrade your membership to the correct category to retain financial status and access legal and industrial protection.

The Federation will also pay the first year of your BOSTES annual accreditation fee if you upgrade your membership from student membership, subject to conditions.

7. How can I maintain my membership?

To maintain all the benefits of union membership you need to be financial in the correct category relating to your work circumstances. If your employment status changes, contact the Federation immediately to change your status to the appropriate membership category.

If you are not a financial member, or are not financial in the correct category of membership, the union cannot guarantee assistance.

8. What if I am not working in the NSW state system?

The Federation does not cover teachers working in non-government schools. The union which covers these teachers is the Independent Education Union (IEU).

Independent Education Union (IEU)

485-501 Wattle Street, Ultimo 2007

(02) 8202 8900

www.ieu.asn.au

If you are undertaking professional experience in a non-government school Federation recommends you join the IEU as a student member. It is possible to be a member of both unions.

If you are interstate contact the AEU or the IEU in that state.

What is the process for getting a teaching job?

1. The Department's teacher employment application process

Application online is the first step to obtaining a teaching position. Federation's experience shows that a little time and care accurately completing the form saves a lot of trouble later in the process. During the application process, you will be asked to indicate the schools or school areas in which you are prepared to teach.

You can change your preferences at any stage. Amendments can be made to the electronic application. However, changes will need to be in writing via email once your application has been uploaded by the Department. You should ensure that you keep a copy of your application and any emails from the Department (and any changes) for your records in case you need to prove that you did change your preferences.

Federation advice

Tick the boxes for 'permanent', 'temporary' and 'casual' employment. This will maximise your employment chances. If you tick only the 'casual' and 'temporary' boxes, you will not be considered for a permanent position. You will not be considered for either a Graduate Recruitment Program (GRP) position, nor be given a priority date for future permanent appointment.

Do not put down any school or area you are *not* prepared to accept. Your nomination list is not a 'priority order' list (first choice, second choice etc.) but all the areas in which you are prepared to accept an appointment. The list can be as short or as long as you wish to make it. You may list particular areas, schools, or a combination of both.

The Federation does *not* recommend that graduates indicate days in the 'permanent part time' box unless they are certain that they only wish to work part time at any of the schools they have nominated on their list of schools. If you indicate both permanent and permanent part time and there is a permanent part time vacancy at one of the listed schools, you could be appointed as a Permanent Part time (0.2 to 0.8) teacher. As a permanent part time teacher, you could be employed in a position ranging from one day per week to four days per week. You will not receive another permanent appointment to build you up to a full time teacher. You will cease to be on the waiting list for full time permanent employment. As the name implies, Permanent Part Time is a permanent decision to work in a part time capacity.

The Department's application form is completed and submitted online.

Changes to your application need to be notified by email to *teacherapprovals@det.nsw.edu.au* or notified via mail to:

Graduate Recruitment Program

Locked Bag 3020

Blacktown NSW 2148

2. Working with Children check

The following is an extract from NSW Department of Education and Communities website:

“A valid Working with Children check is required by anyone in child-related work. The NSW Commission for Children and Young People introduced a new Working With Children check (WWCC) on 15 June 2013. The check is a prerequisite for anyone in child-related work.

“The new process includes a national police check and review of findings of misconduct involving children. If the check is cleared it remains valid for five years and is fully portable between jobs during this time.

“Workers, services and volunteers have different responsibilities under the new process.

“If you are starting a new job in child-related work, you must now apply directly to the Office of the Children's Guardian for a WWCC. [<http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>] If you are entering a paid position, an \$80 application fee will apply.”

You will need your Working With Children check clearance number to complete your application.

<http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care/service-providers/working-with-children-check>

3. BOSTES

At the time of applying to the Department for employment through the Graduate Recruitment Program, you are required to submit an application to the BOSTES. This application is for 'a statement of eligibility for accreditation as a teacher in NSW'.

This is an online application process on the BOSTES website.

4. Department of Education and Communities interview

To gain an Approval to Teach with the DEC you will be required to attend an interview. You need to take certified copies of your professional experience reports, photo identification and a completed supporting statement.

Do not take this interview lightly. It is generally your only interview to gain an Approval

to Teach. The Federation usually has a number of cases each year where graduates have not successfully gained an Approval to Teach in NSW government schools.

Through the interview process, the Department scrutinises graduates' professional experience reports very closely. In some cases, if there has been any doubt about the graduate's teaching ability, the Departmental officer conducting the interview has recommended only a casual teaching approval be given. In some cases, the recommendation is that no Approval to Teach in the public system should be given.

The interview process also allows a determination to be made as to whether you are of 'suitable character' to work as a teacher.

The Department undertakes a criminal record check for each applicant for employment. This check, conducted by the police for the DEC, will establish whether or not you have a record of any criminal charges. If you have a criminal record, you should contact a Federation Officer to discuss your options.

Federation advice

- Take the interview seriously.
- Dress as a teacher, not as a student.
- Give yourself time to prepare for the interview.

Graduates are assessed at interview in terms of the Australian Professional Teaching Standards for Teachers at the Graduate Teacher Stage.

If you are declined a full time Approval to Teach for any reason, you should contact the Federation for advice.

5. Employment and classification

Many graduates believe that because they have completed a teaching degree they are automatically entitled to teach in the public education system. This is not so.

Your qualifications (including the individual subject components) will need to meet the guidelines determined by BOSTES and the DEC. Generally most graduates will meet the requirements, however, each year a number of graduates fail to meet the minimum requirement.

If your qualifications are declined, contact the Federation.

6. Graduate Recruitment Program

The aim of the Graduate Recruitment Program (GRP) is to offer a limited number of full time appointments to graduates rather than via the priority date employment system. The scheme especially targets those areas across the state where there are expected to be shortages of teachers.

The targeting is via an interview process. This means that the interview is extremely important. While there are no published criteria to select the graduates for this program, it would appear that strong professional experience reports from supervising classroom teachers are a significant factor. In addition, your 'mobility' as a teacher can also be a strong factor. 'Mobility' in this case relates to your preparedness to accept an appointment in an area of teacher shortage. Currently, the largest numbers of graduate recruits are appointed to schools in the western and south-western areas of Sydney, and into more remote country locations in non-coastal, rural locations in NSW.

Obviously the more schools and areas you nominate, the greater your chance of employment as a full time teacher. Each year the Department — through the interviewing panels — will identify 'high achieving graduates' from more than 5000 graduate employment applicants.

If you fail to receive an offer under the graduate recruitment program you will be placed on employment lists and, depending on available vacancies, you may be offered an appointment. The 'active/inactive' employment system is explained in detail later in this document.

7. Offers of appointment

If you apply to be considered in the GRP and you are successful, you could receive an offer of a permanent position in a school this year.

If you accept the position, contact the Federation to update and/or upgrade your membership and maintain your access to services and assistance.

8. Approval to Teach number

After your interview the DEC will send you an Approval to Teach letter attached to an email. Keep this in a safe place.

While this letter advising of your Approval to Teach is not an offer of a permanent position, it will allow you to work as a casual or temporary teacher while waiting for a full time appointment. You will need to show principals your 'approval letter' before you can undertake relief casual teaching, or enter a block of temporary engagement.

The approval letter should contain your approval number, priority date, accreditation status and salary status.

Graduates who have completed all professional teaching experiences related to their studies may receive an 'interim casual approval' to casual teach after their formal studies conclude in their final year.

Contact the Federation if you haven't received your Approval to Teach by the anticipated date. The Federation can assist in obtaining your approval by liaising with People and Careers. This is particularly the case if a public school requires your services as a casual teacher.

9. Priority date

If you are unsuccessful in gaining an appointment under the GRP, the Department will place your name along with your preferred school locations on the staffing system, which records details of all teachers approved for permanent employment. You will be issued with a priority date. This is advised in your letter of Approval to Teach.

Your priority date determines your ‘rank order’ for employment as a full time teacher. If you are a mid-year finisher your priority date will usually be 1 July (and the appropriate year). End of year graduates will usually have a priority date of 1 January (and the appropriate year).

The Department can make you an offer of appointment to a permanent position at any time. It is common for employment offers to occur right up to the end of term 2 of the school year (and in some shortfall areas or difficult-to-staff areas, offers may be made beyond this date). Don’t assume you won’t receive an appointment just because it hasn’t arrived by the beginning of the school year.

You can also gain an earlier priority date based on the amount of casual and temporary work undertaken in Department schools. This is by the system called the Teacher Employment Priority Scheme (TEPS) which is explained later in this document.

10. Active/Inactive unemployed lists

The Department will assume you are on the ‘active list’ unless otherwise stated. The ‘active list’ means, quite literally, that you can be offered a permanent position and are available to take it up immediately. Many graduates are often quite surprised at how quickly vacancies occur — despite predictions from Departmental Officers that an appointment may be some time away.

If you do not want to be offered a permanent position for any period of time, you can choose to go on the ‘inactive’ list. Once placed on the ‘inactive list, you will keep your priority date, but the Department will not offer you a permanent position. Since you cannot be offered a permanent position, you cannot refuse a job. You can work as a casual or temporary teacher while on the inactive list.

To go on (or off) the inactive list, you need to write/email to People and Careers requesting the change you need. Make sure to keep a copy of your letter in case of a later dispute about your placement on either list.

Similarly, you can delete or amend your list of nominated schools for employment. To do this, write to the Department. Keep a dated copy.

Federation advises that all enquiries about your status or changes to your preferences must be in writing. You must ensure that you then receive written confirmation from the Department acknowledging your requested changes. You should always keep

copies of any correspondence, ensuring that your letters are signed and dated.

The DEC People and Careers address is:

Teacher Approvals

People and Careers

Locked Bag 3003

Blacktown NSW 2148

Email: teacherapprovals@det.nsw.edu.au

Filling permanent classroom teacher vacancies

The following is an extract from the AGREEMENT BETWEEN THE NSW DEPARTMENT OF EDUCATION AND COMMUNITIES AND THE NSW TEACHERS FEDERATION ON THE STAFFING OF NSW PUBLIC SCHOOLS 2012-2016

3. Filling Vacant Classroom Teacher Positions

Where the principal determines that a classroom teacher vacancy is to be filled on a permanent basis, the principal will advise Staffing Services of the requirements of the position using staffing codes.

Staffing Services will run a computerised match. If there is an incentive transfer or Aboriginal employment applicant who matches the requirements of the position an appointment will be made.

If there are no incentive transfer or Aboriginal employment applicants and:

- the last vacant classroom teacher position at the school was filled by a central appointment (*incentive transfer, Aboriginal employment, nominated transfer, priority transfer of Aboriginal teachers or teachers in special education settings; compassionate transfer; sponsored teacher; graduate; service transfer or teacher resuming duty after leave** the school can choose how to fill the position.

Where the school is filling a position by local choice they can use:

- advertisement
- the nominated transfer list (the top of the list or pool process)
- the employment list (the top of the list or pool process)
- the graduate list (the top of the list or pool process)
- the service transfer list (the top of the list or pool process)
- the resumption of duty from leave without pay for personal reasons list (the top of the list or pool process). This list will be in place for the three year transition period

OR

- the last vacant classroom teacher position was filled by local choice and a teacher who would be appointed through a central appointment process matches the requirements of the position, the teacher will be appointed.

Where there are teachers who match the requirements of the position who would be appointed through more than one central appointment type the following factors will be considered in determining which appointment type will be made:

- ensuring the number of teachers who are above establishment, such as nominated

transfers, are placed in positions as soon as possible; and

-wherever possible a mix of central appointment types will be made in a school.

Where changes to enrolments or curriculum requirements necessitate the nominated transfer of public school teachers, such employees will retain permanent employment within the state-wide teaching service. Teachers nominated for transfer will be placed in a suitable vacancy closest to their last school-based appointment if returning from a non-school based appointment.

Teachers nominated for transfer and teachers applying for other transfers will be certified by their current principal (or school education director in the case of principals) to validate satisfactory performance in the position held in that school.

*For a period of 3 years from Day 1, Term 4, 2012, classroom teachers who are on approved leave without pay for personal reasons prior to the commencement of the new procedures, will continue to be considered in the central appointment mix.

At the end of the year 3 transition period, teachers who have not resumed duty will no longer be considered in the central appointment mix. Such teachers who wish to resume duty can seek an extension of their casual approval and can apply for advertised positions, or they can choose to resign and make an application to be placed on the employment list and/or apply for advertised positions.

Graduate Recruitment Program

To provide opportunities for outstanding graduates to be appointed to NSW public schools, a new Graduate Recruitment Program will be implemented.

The program elements are:

- A notional quota for graduate appointments will be determined by primary and secondary each year;
- In term 1 each year Staffing Services will survey principals online to seek nomination from schools which would like to appoint a graduate (or graduates) if a vacancy occurs during the following staffing year;
- The principal will be able to indicate if they wish the graduate to be appointed from the top of the graduate list or from the pool of graduates who match the requirements of the position and wish to go to the school. (To facilitate the appointment of graduates only the subject/teaching area codes will be used for the match);
- Where a vacancy occurs in a school on the list and the vacancy is not filled by an incentive transfer or an Aboriginal employment applicant, and the vacancy is to be filled through a central appointment process, the appointment of a graduate will be considered;
- Principals of schools who did not nominate during Term 1 will be able to nominate at a later stage, provided that the quota has not been filled;
- Principals of schools who did not submit a nomination in Term 1 will be able to elect to use the graduate pool or graduate list as a local choice option. (To facilitate the appointment of graduates, only the subject/teaching area codes will be used for the match).

FILLING PERMANENT CLASSROOM TEACHER VACANCIES

From term 4, 2012 until the commencement of term 2, 2016

The filling of permanent classroom teacher vacancies is a discrete process. It is not affected by how promotions vacancies are filled.

Permanent classroom teacher vacancy arises.
Principal submits the permanent classroom teacher vacant position requirements to Staffing Services using staffing codes

Staffing Services match for:

- Incentive transfers
- Aboriginal employment applicants

MATCH
Vacancy filled
Filling of next vacancy...

NO MATCH

Was the previous permanent classroom teacher vacancy filled by a central appointment?
(Incentive transfer, Aboriginal employment, nominated transfer, priority transfer of Aboriginal teachers or teachers in special education settings, compassionate transfer, sponsored teacher, graduate, service transfer or teacher resuming duty after leave)

Yes ...
The position can be filled by local choice from the following:

- Advertisement
- Nominated transfer list (top of the list or pool process)
- Employment list (top of the list or pool process)
- Graduate list (top of the list or pool process)
- Service transfer list (top of the list or pool process)
- Resumption of duty from leave without pay for personal reasons list (top of the list or pool process). This list will be in place for the three year transition period, arising from changes to leave without pay procedures

No ...
The position will be filled with a central appointment

MATCH
Vacancy filled
Filling of next vacancy...

NO MATCH
The school will fill the position by local choice

Vacancy filled
Filling of next vacancy...

The filling of ALL permanent classroom teacher vacancies MUST commence at the beginning of this process.

Contact your Federation Organiser if a permanent vacancy was not able to be filled substantively.

Teacher Employment Priority Scheme (TEPS)

The Federation has negotiated with the Department for improvements in the way casual and temporary teachers can be appointed to permanent positions. The basis of the Teacher Employment Priority Scheme (TEPS) is that those casual or temporary teachers who work in the public school system should be 'rewarded' through placement higher up the priority date system for permanent employment.

The TEPS system superseded some previous schemes and became operative at the start of term 2 in 1999. There are three categories of benefit connected with casual teacher service in three categories of schools.

- Category 1 — 50 days of service equals six months backdating of priority date.
- Category 2 — 50 days of service equals 12 months backdating of priority date.
- Category 3 — 50 days of service equals 18 months backdating of priority date.

As an approximate guide:

- schools in Category 1 generally attract one transfer point per year;
- schools in Category 2 generally attract two, four or six transfer points per year;
- schools in Category 3 generally attract eight transfer points per year.

The credit for service under this scheme will be automatic and should be provided to you by the Department once a year. The scheme also operates whether you are on the 'active' or 'inactive' list for permanent employment.

To accrue TEPS benefits you must hold a current application for permanent employment with the Department.

Federation advice

- While the adjusted priority date is automatically advised by the Department annually, individual casual and temporary teachers should keep a record of their own service to validate/dispute the Department's calculation.
- Service in private schools or schools from other government school systems does not accrue TEPS benefits.

Transfer points system

The staffing agreement maintains for permanent teachers the right of transfer using transfer points. Teachers become eligible to lodge a transfer application after completing the qualifying service period (normally three years).

The transfer points system allows teachers to transfer from one school to another based on the points they have accumulated through service at all NSW government schools. All government schools are allocated transfer points, ranging from one point in favourable locations through to eight points in isolated and/or unfavourable locations.

Schools are allocated one point, two points, four points, six points or eight points depending on their circumstances.

Service in private schools or schools from other government school systems does not accrue transfer points.

Incentive schools and incentive transfers

Incentive transfers are available to teachers appointed to remote and/or isolated schools in NSW. Teachers accepting appointment to an incentive school are given preference for transfer to a school of their choice at the end of the two, three or five-year minimum period of service which applies at the particular school. This preference means that transfer applications from priority applicants are processed at the same time as nominated and compassionate transfers, before applications based on transfer points are processed.

Further advice and information can be accessed at the DEC's Benefits Calculator website www.teach.nsw.edu.au/calculator (correct at time of printing).

As with any transfer, whether the application for incentive transfer is successful or not is dependent on a vacancy becoming available into which the transferee can be placed.

In short, teachers in incentive schools are given transfers ahead of teachers not in an incentive school regardless of which teacher has accrued the most transfer points.

Schools designated as incentive may also attract a range of other benefits including access to Teacher Housing Authority accommodation and the isolated/remote Locality Allowance.

The DEC and the Federation agree that these schemes provide appropriate rewards-for-service for those teachers who take up appointments in non-metropolitan schools in NSW.

Advertised positions

Significant numbers of vacancies are filled through advertised positions. The DEC has produced a Guide to Application Writing for Classroom Teacher Positions. This document can be found at www.teach.nsw.edu.au/documents/app_guide.pdf.

Casual and temporary teaching

Teachers in the NSW public school system work under one Award. The Crown Employees (Teachers in Schools and Related Employees) Salaries and Conditions Award covers all permanent, temporary, part time and casual teachers in schools, and other Department worksites and schools attached to Juvenile Justice Centres.

Information for casual and temporary teachers

One of the union's significant wins was the creation of a new award category called temporary teacher in 2001. The Federation fought to achieve this category to recognise the different employment circumstances of non-permanent teachers who work in long-term positions. Significant improvements in working conditions have been achieved for temporary teachers.

As a general rule, a casual teacher is defined as a teacher engaged for less than four weeks on a full time basis or less than two terms on a part time basis. Their salary and conditions reflect the limited nature of this short-term work. Casual teachers are paid a daily salary of 1/203 of the annual salary of an equivalent permanent teacher plus a 5 per cent loading in lieu of paid sick leave, family and community leave, annual leave loading and other forms of short term leave.

Temporary teachers are generally those teachers who are employed full time for four weeks or more or in a regular part time pattern for two terms or more for no longer than one school year. The salary and conditions for these workers reflects the longer-term nature of their employment.

Generally, temporary teachers receive salary and conditions that are pro rata of entitlements applicable to a permanent teacher with the same level of training and experience.

If you have questions about casual and temporary teacher matters, contact Federation to discuss your issue(s).

The Federation has also produced a *Casual and Temporary Teachers Handbook*. As a member of the Federation you can contact the Federation to request a copy of the handbook.

The Federation publishes documents that are provided to members on request and appear on the Federation website in the Members' Area and you will need to log in with your member password.

Finding casual and temporary work

As a casual teacher you can approach individual schools to seek employment. A short resume with contact details and availability statement should be provided to either the

principal of the school or in larger secondary schools the deputy principal or the head teacher administration. Traditionally most casual and temporary work was obtained by directly contacting schools, however, as many areas of the state found difficulty in obtaining teachers the Department has moved to a more systematic means of locating suitable casual and temporary teachers.

The Department has, by agreement with the Federation, introduced a statewide automated call centre called Casual.Direct.

Completed GRP applications will automatically register the applicant with Casual.Direct. To amend your list of schools you are prepared to work at as a temporary or casual teacher, contact Casual.Direct.

If you are registered with Casual.Direct you may receive a call from a staffing officer between 6am to 10am or 3.30pm to 7.30pm to offer you a casual posting. Make sure you are advised of the school name, principal's name, school address and telephone number.

JobFeed

teach.NSW JobFeed is a weekly service established by the DEC showing newly advertised permanent and temporary vacancies as well as news and links to other advertised employment opportunities.

To register to receive weekly JobFeed alerts, register on the DEC's website www.dec.nsw.gov.au/about-us/careers-centre/school-careers/jobfeed or download the app.

Welfare and Information leaflets

These documents outline the leave entitlements of permanently employed teachers such as sick leave, maternity leave, workers compensation etc. They also provide advice on matters such as legal assistance, complaints against teachers and other issues affecting teachers.

Some of this information is relevant to casual and temporary teachers. Please refer to the list at the end of this booklet.

Teacher housing

While teachers are generally expected to provide their own accommodation, in many parts of the state outside of metropolitan areas 'teacher housing' is provided by the Teacher Housing Authority (THA).

The Teacher Housing Authority maintains a number of houses, townhouses and units at competitive rent to assist teachers in country towns and centres. Permanent, temporary and casual teachers are eligible to apply. Applications are available from the THA.

There are rental subsidies to those teachers in 8 point, 6 point and 4 point schools who are either living in THA accommodation or who are eligible for THA accommodation but have been unsuccessful in obtaining that accommodation and therefore rent privately.

The Federation was successful in gaining significant rental subsidies for teachers in 6 and 8 point schools. Teachers in 6 point schools receive a 70 per cent rental subsidy and teachers in 8 point schools receive a 90 per cent rental subsidy.

Teachers in 4 point, 5 year incentive transfer schools receive a 50 per cent subsidy.

Teachers who have applied for THA accommodation but have been unsuccessful can also apply for the subsidy provided they have an application in for THA accommodation.

Teacher Housing Authority

McKell Building
Level 23
2–24 Rawson Place
Sydney 2000

Postal Address:
Haymarket Post Shop
Locked Bag 7
Haymarket NSW 1240

Phone: (02) Tel: (02) 9260 2000 or 1300 137 343 (toll free)
Fax: (02) 9260 2060

Website: www.tha.nsw.gov.au
Email: thastaff@tha.nsw.gov.au

Salary matters

Salary rates for teachers in the NSW public education system are determined as part of Award negotiations. In recent years the Federation has been successful achieving significant increases in starting rates of pay for teachers. The union has long maintained a view that a competitive salary structure is a necessary measure to encourage more graduates to take up a career in teaching.

Starting rates

Most graduates entering the teaching profession in 2015 will have completed qualifications that will lead to classification by the employer as 4 year trained (4YT). The table below illustrates the movement in 4YT teacher salary starting rates from 1991-2014. 4YT teachers commence on Step 5 of the Common Incremental Salary Scale.

Please note that this Salary Classification System will change at the end of 2015. From 2016, teachers will be paid based on a standards reference pay scale. New teachers will be paid at the Band 1 pay level, equivalent to Step 5 of the Common Incremental Salary Scale, and will proceed to the Band 2 pay level, equivalent to Step 9 of the Common Incremental Salary Scale, once they have worked for two years and have been accredited at proficient level.

For further information on the new salaries and conditions Award, please see the Federation's website at www.nswtf.org.au.

Payable from	4YT starting rate (step 5 of the Common Incremental Scale)
19 October 1991	\$27,580
1 July 1994	\$28,606
1 September 1995	\$30,048
1 January 1999	\$35,143
3 April 2000	\$36,549
1 July 2001	\$37,645
1 July 2002	\$39,151
1 January 2003	\$41,109
2 January 2004	\$43,370
1 July 2004	\$44,671
1 January 2005	\$46,234
1 January 2006	\$47,621
1 January 2007	\$49,050
1 January 2008	\$50,521
1 January 2009	\$51,785

1 January 2010	\$54,749
1 January 2011	\$56,829
1 January 2012	\$58,250
1 January 2013	\$59,706
1 January 2014	\$61,061
1 January 2015	\$62,447
1 January 2016	\$64,008

Members-only information

Upon joining the Federation you will be able to request a password which will enable you to access the Members' Area of the Federation's website. You can request this password via the website at www.nswtf.org.au or by ringing the Membership section on 1300 654 363. Welfare and Information leaflets for use of members are available in the Members' Area of the website.

Leave

- L1 Family and community service leave and personal carer's leave
- L2 Special leave
- L3 Leave without pay and part time leave without pay
- L4 Long service leave
- L5 Maternity, adoption and parental leave
- L6 Sick leave
- L7 Vacation leave and vacation pay
- L8 Leave entitlements for teachers in their first years of service

Miscellaneous

- M1 Advice for new scheme teachers
- M2 Transfer and transfer expenses
- M3 Merit selection appeals procedures
- M4 Small schools
- M5 Maintenance of accreditation at Proficient/Professional Competence

Separation

- S1 Medicals and medical retirement
- S2 Resignation
- S3 Retirement

Teacher rights

- TR1 Child Protection — Advice you may need
- TR2 Dealing with the police
- TR3 Violence against teachers
- TR4 Legal assistance to Federation members
- TR5 Advice to members in regard to witness statements

- TR6 Complaints and allegations (*Complaints Handling Policy Guidelines*) in the schools sector
- TR7 Bullying
- TR8 Discrimination
- TR9 Dealing with sexual harassment
- TR10 Teacher efficiency (full time and part time permanent teachers, temporary and casual school teachers, executive staff, principals)
- TR11 Teacher efficiency (teachers in their first year of employment or re-employment)
- TR12 Workers compensation
- TR14 Homophobia, biphobia and transphobia
- TR15 Teachers, the Department/ TAFE and use of social media
- TR16 Collection of personal information about students