



Please write your name, email address and school in the Group Chat box. Thank you 😊

Writing effective job applications

PROFESSIONAL LEARNING FOR MEMBERS OF MLTAWA

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Acknowledgement of Country

I would like to Acknowledge the Traditional Owners of the land I am on today, the Wadjuk People of the Noongar nation. I would also like to Acknowledge and pay my respects to their elders, both past and present, and Acknowledge the important ongoing spiritual connection and relationship that Noongar people have with this Country.



What is required in a job application for the DoE?

- CV – refer to suggested format in job advertisement resources
- Cover letter / statement addressing the selection criteria – the focus of today’s session
 - Professional Knowledge
 - Professional Practice
 - Professional Engagement
- 2 Referees – including your current line manager

Preparing to address the criteria

Familiarise yourself with the:

- School's context
 - Job Advertisement [advertisement 1](#) [advertisement 2](#) [advertisement 3](#)
 - [Schools Online](#) – School Overview, Business Plan, School Reviews
 - Contact the person listed in the advertisement if needed
- DoE Strategic Directions
 - <https://www.education.wa.edu.au/strategic-directions>

Situation, Action, Outcome



Situation

- What was the context/situation?
Describe the circumstances clearly,
giving relevant information.



Action

- What did **you** do? Outline the
actions that you took to achieve
the outcome. Use active 'I'
sentences.



Outcome

- What was the outcome/result?
Clearly state the outcome and its
implications. How did you measure
it or what indicated this outcome?

Developing strong examples

1

Brainstorm teaching successes using SAO format

- Group according to selection criteria addressed (see supporting document)

2

Choose the best examples for the application

- All criteria are addressed at least once
- Highlight skills, knowledge, attributes mentioned in advertisement
- Best fit for the school's context

3

Develop your ideas into cohesive paragraphs

- Clear, concise language to outline each SAO (action word document)
- Refer to Teacher Standards for ideas of keywords to include
- Use positive words to highlight your strengths

4

Ask a critical friend to read your examples

Some considerations for Languages applications

Does your application convey:

- a commitment to and positive attitude towards Languages education for all students?
- a strong understanding of the current Languages Curriculum? Use of correct terminology
- how you will be an asset to the Languages learning area as well as to the whole school community?

Examples of successful applications

Introduction – Situation – Action – Outcome

Which domain?



I am writing to apply for the above vacancy for a xxx teacher, which was advertised on the Jobs WA website. I believe the experience I have gained as a xxxxx make me a highly desirable candidate for this position.

During my career, I have taught xxxxx and xxxxx. I have volunteered at xxxxx and I have worked as a relief teacher in the following roles xxxxxxxx. In addition, I had the valuable experience of teaching xxx and xxxx at xxxxxx.

Some of my achievements include xxxxx and xxxxx which are examples of my passion and dedication to my Learning Area.

S

I am committed to helping my students achieve to the best of their abilities and always set high expectations. I establish clear learning goals and employ a range of pedagogies, often focused on student-centred learning. I believe students learn best when challenged to discover answers and methods for themselves. This also creates a very positive learning environment, with students supporting and challenging each other. In particular, I facilitate the learning of grammar points rather than rote teach them whenever possible. This makes grammar more enjoyable and I find that students tend to retain the grammatical concept better because they have discovered it and therefore understood the process more thoroughly. To teach the very foreign concept of word order changing after the use of certain prepositions in xxxxx, I devised a visual-kinetic activity involving post it notes. I would prepare a number of sentences, which demonstrated word order clearly and succinctly as a model. The students would write different parts of their own sentences on different coloured post-it notes. I would then ask them to arrange the sentences on their desks without the conjunction and make a note of the colour order. Then the conjunction would be added and the post it notes rearranged. After three examples students would recognise the patterns and would then extrapolate a grammatical rule. This activity proved so successful that I would have students in xxxxx using this strategy when faced with more complex examples. The best outcomes were that most of my students accurately interpolated this unusual feature of xxxx grammar in their writing in upper school and that the strategy was adopted by my colleagues as standard teaching practice.

A

O

Q&A session

