



RECRUITMENT & SELECTION PROCESS AT KESSER TORAH COLLEGE

Benefits of working at Kesser Torah College

Working at Kesser Torah College is very rewarding for both teaching and non-teaching staff. Our teaching staff compliment is comprised of teachers from all career stages. Kesser Torah College offers teachers access to all levels of accreditation as part of the Independent Schools NSW Multi-Enterprise Agreement No.2 (2015-2017).

Kesser Torah College staff members enjoy opportunities for promotion and encouragement of professional development in a workplace culture that values innovation, professionalism and a determination to stay at the forefront of education. Teachers at the College enjoy the challenge and prestige of working in a high-achieving environment with highly motivated students, and the positive feeling of working in a community school. Feedback collected from parents and students continually pay tribute to the hard work, care and professionalism of Kesser Torah teachers.

Applying for a Job at Kesser Torah College

Step 1: Reply to the nominated person in the advertisement. To inquire about possible job opportunities, please contact Reception on (02) 9301 1111 to be transferred to the appropriate Department Head for a confidential discussion

Step 2: Submit an Application by completing and sending through the following documentation:

- **Curriculum Vitae**, listing present position and key achievements, details of educational and professional training and qualifications and any other relevant information such as publications, offices held in professional bodies
- **Candidate Statement** outlining what you feel you bring to this position and what you would expect to accomplish in this role (no more than 1 page)
- **Completed Reference Forms (x3) (see website to download)**
Please note that referees will only be contacted after prior consultation with you
- **Electronic certified copies** of the following documentation:
 - Birth Certificate / Drivers License / Passport
 - Relevant Academic Qualifications and copies of transcripts
 - Completed Working with Children Check (WWC) - refer to new Working with Children website for more information: www.newcheck.kids.nsw.gov.au
 - Active Teacher Accreditation Documents including NSWDET / NSWIT Statement of Eligibility / Copy of Membership Card & Proof of Fee Payment

Step 3: If you do not have a **Working Visa** to work in Australia, contact the Department of Immigration & Border Protection: www.immi.gov.au

Step 4: The relevant School / Faculty / Department will acknowledge your application

Step 5: Shortlisted candidates will be contacted to arrange an interview (face to face or via Skype)

Step 6: Referees are contacted and verified

Step 7: Interviews are conducted

Step 8: Shortlisted candidate will be invited to demonstrate a model lesson

Step 9: Successful candidates will receive a verbal offer from the College; unsuccessful candidates will be notified and details kept on file for future records

Step 10: Upon acceptance of the verbal offer, a Letter of Contract is drafted

Step 11: Successful candidate is required to sign and return the letter of contract

Step 12: Successful candidate commences employment at the College