



IMPORTANT INFORMATION FOR APPLICANTS

Thank you for your interest in working at Shearwater. Following is a general description of our recruitment process, and our contact details.

THE RECRUITMENT PROCESS

We place a great deal of importance on the selection of our teachers. For this reason, we ask short-listed applicants to take part in a 'school visit' that typically includes time in classes, meeting students and teachers, the possibility of doing some teaching, discussion with experienced staff about Steiner education and anthroposophy, and an interview with Panel members.

Applicants are expected to fund their own travel and accommodation if this is required. If it is not possible for you to take part in a 'school visit' we will seek to make an alternative arrangement that still meets the requirements of our selection process.

To apply:

1. Download the Position Description.
2. Email to The College of Teachers by COB Friday 23 October 2009:
 - Your application, addressing each of the Key Selection criteria
 - A current CV
 - The names and phone numbers of two referees
3. We will email you a reply notifying you that we have received your application

Selection:

1. A Panel comprising members of the College of Teachers assesses each application and decides which applications to shortlist
2. Short-listed applicants are notified in writing (by email and post), with a follow-up phone call, and an arrangement is made for a 'school visit' or alternative.

Applicants who are not short-listed will be notified in writing by email or post.
3. Applicants participate in the 'school visit' or alternative arrangement.
4. Successful applicants are notified in writing and may also be contacted by phone and are asked to accept the position in writing. A 'Letter of Offer' (contract) is then sent for them to sign.

Unsuccessful applicants will be notified by mail once the 'Letters of Offer' have been signed.

TIMEFRAME

- Applications due by end of week 1, term 4: **COB Friday 23 October 2009**
- School visits & interviews will most likely take place in week 4: **Monday 9 – Friday 13 October 2009**
- Successful applicants should be sent a 'Letter of Offer' in week 5 by: **Friday 20 November 2009**

CONTACT DETAILS

Email for Applications: employment@shearwater.nsw.edu.au

Phone: 02 6684 3223

Fax: 02 6684 3225