

*Kindergarten Teacher
Positions - various*

To apply for the position:

- Address the selection criteria. The selection criteria is below.
- Forward **three (3)** copies of your application including a cover letter, CV and selection criteria to:

Janet Park
Executive Officer
PO Box 971,
Geelong 3220

Emailed applications will not be accepted.

Selection Criteria:

Your answers should illustrate how you have personally dealt with a situation by providing an example.

The key is to:

- demonstrate your capability by providing evidence of how you meet the selection criteria;
- provide specific details and
- where possible, include an indicator of success or a result.

An easy way to do this is to use the **STAR** model:

Situation - provide a brief outline of the situation or setting

Task - outline what you did

Approach or action - outline how you did it

Result - describe the outcomes.

Length

About 250 words is generally an appropriate length for each criterion. The total length of the document should be no longer than **2 pages** (single sided).

- Demonstrates high level interpersonal skills, communication skills and professional behaviour when relating to children, parents, other staff members and the wider community.
- Demonstrates high level organisational skills and the capacity to respond to current educational initiatives and priorities.
- Demonstrates computer literacy including proficiency with e-mail and internet applications and experience using programs such as MS Word, Publisher and Excel