



APPLICATION PROCESS

SUPPLY TEACHING

Process to express an interest in Supply Teaching

Teachers and teacher aides wishing to express an interest in supply teaching at Victory College may do so at any time during the year by emailing applications@victorycollege.com and including the following documents (documents not required of teacher aides are marked with an asterisk):

- A brief cover letter which clearly states:
 - which teaching areas you are qualified and prefer to teach in
 - your availability
 - your QCT registration number*
- A full resume which includes:
 - Your contact details - title, full name
 - Postal address, email address, telephone number(s) for both during and after work hours
 - Your educational qualifications (title of qualification, subjects/majors studied, institution, proportion of qualification completed)
 - Your relevant recent work history
 - Membership of relevant professional associations and clubs (if applicable)*
 - Contact details for at least three referees who can comment on your suitability for the position, preferably including your current or most recent supervisor. These referees need to have supervised you at work within the last five years and not be related to you. It is also important you advise your referees you have listed them.

What to expect once your expression of interest is received?

Once your expression of interest is received you will receive an email confirming receipt of your details and advising to which leader in the College your details have been sent.

Should we require further supply teachers in your teaching area you will be contacted to come in for an interview. If successful, you will be given the opportunity to register in our online database. All supply teachers must be registered with their mobile phone number, as all offers for supply teaching days are made electronically via an SMS service. Please note that this may happen at any time within the calendar year you express an interest in working at Victory College.

At the start of each calendar year we start our register of supply teachers and if you are not actively working as a supply teacher at that time however would like to, you are required to resend your details.

Documentation requirements

Should you be offered work with Victory College, you will be required to supply certified copies (or bring in original copies) of the following documents prior to commencing:

- QCT registration (TA: blue card)
- Academic Transcript*
- Qualifications
- Statement of Service confirming most recent pay level

What if I have further questions?

If you have further questions, please email us at applications@victorycollege.com.