

Language Teacher Register Fact Sheet

The Language Teacher Register assists schools to find qualified language teachers to fill vacant language teaching positions in government schools.

How does the Language Teacher Register operate?

The Language Teacher Register is open to graduating, graduate and currently employed language teachers who are seeking a language teaching position in a government kindergarten, primary or secondary school. Eligible language teachers can apply to have their details included on the register using the SurveyMonkey online form.

Victorian government school principals may contact the Languages Unit at the Department of Education and Training (DET) if they are seeking to employ a language teacher. The positions should also be advertised on Recruitment online.

When a relevant teaching position becomes available, the applicant will be sent, via email, the details of this position. The onus is then on the applicant to formally apply for the position either via Recruitment Online or, for shorter term positions/CRT by contacting the school.

Who is eligible to be listed on the Language Teacher Register?

To be listed, applicants must:

- have full or provisional registration with the Victorian Institute of Teaching (VIT)
- be currently studying or have graduated from an approved teaching course with a learning area (methodology/specialty) in Languages

Can I be listed on the Language Teacher Register if I have not yet completed my studies?

Only students in their final semester of study to become a qualified language teacher can be listed ahead of the forthcoming school year.

Language teachers must provide their VIT registration number or provide information about the status of their application for VIT registration.

Please note: to be employed as a teacher in a Victorian school, teachers must be fully or provisionally registered with VIT.

Will I be able to specify any preferences for a potential teaching position?

Yes – language teachers are able to list their preferred teaching area/s (kindergarten, primary and/or secondary).

I have studied and am proficient in more than one language. Am I able to apply under more than one language?

Yes – you can list any and all languages that you are/will be qualified to teach. Language teachers may be contacted regarding positions for one or more of the languages they have listed.

How will I be notified if a suitable position is available?

The Language Teacher Register does not guarantee success in finding a position. It is intended as a recruitment tool to facilitate the matching of qualified language teachers with vacancies in Victorian government schools.

Details of any vacant positions that respond to a language teacher's qualifications will be sent regularly via email. Applicants can also check Recruitment Online for vacancies at any time.

How long will my details be kept on the Language Teacher Register?

Information will only be deleted from the Language Teacher Register if specifically requested by the applicant or if they fail to respond to periodic requests to re-register when the database is updated. If an applicant is successful in acquiring a position, they should email language.teacher.register@edumail.vic.gov.au and request to be removed from the register. Teachers are welcome to re-register at any time.

DET does not make available users' personal information to other organisations or individuals unless with consent. Disclosure or use will otherwise only occur if permitted by law. In some instances DET may be compelled by other laws to disclose information held about you to other bodies such as a regulatory agency, court or tribunal. Personal information is handled in accordance with Victorian privacy legislation and is stored and disposed of in accordance with DET's Record Keeping.

For information on DET's Privacy Policy, visit: <https://edugate.eduweb.vic.gov.au/Pages/Privacy.aspx>

SurveyMonkey's Privacy Policy can be viewed here: <https://www.surveymonkey.com/mp/policy/privacy-policy/>

Language Teacher Register

To be listed on the Language Teacher Register, complete the online form at:

<https://www.surveymonkey.com/r/VMGB9WY>

Further information

For all queries regarding Language Teacher Register, email: language.teacher.register@edumail.vic.gov.au