

International Teacher Exchange Program 2020

Principal Recommendation

Email: exchangeprograms@det.nsw.edu.au

Phone: (02) 4224 9085

Recommendation closing date: 7 December 2018

A) Reference Guidelines

The Teacher Exchange Program is an important initiative which offers staff a unique and exciting opportunity to enhance their professional skills and knowledge. At the same time it has the potential to benefit the Department by ensuring that current information on international developments in education is shared across the system.

All exchange applications must have a Principal reference (For Principal applicants, this form should be completed by a Director). In fulfilling their roles in the selection process, Principals should undertake the following:

Applicant Name:	Principal to tick when completed
Discuss exchange expectations with the applicant.	
Determine that an exchange arrangement involving this applicant would be beneficial for the applicant, the NSW school environment, the international host school, and that it would be supported by the NSW school and its community. Note: If any issues are foreseen (e.g. personal, professional, school-based, community, etc.), then the candidate should be advised to delay or discontinue their application.	
Confirm that the applicant's position is expected to continue throughout the exchange period (considering factors such as changes in student enrolment figures or position funding).	
If an exchange application is supported, discuss the application with your Director Educational Leadership, then complete this form and submit to the Teacher Exchange office: exchangeprograms@det.nsw.edu.au Note: For the application to be considered, this form must be submitted by 7 December 2018 .	

B) Applicant characteristics

Because of the degree of understanding that principals have with regard to an applicant's suitability (professional and personal) for exchange, it is essential that ratings and comments directly address and reflect any and all aspects of the applicant that may contribute to the success (or otherwise) of an exchange placement.

Applicant Name:

Professional Knowledge, Practice and Commitment	Superior	Excellent	Average	Below Average
Know their students and how they learn				
Know the subject content and how to teach that content to students				
Plan for and implement effective teaching and learning				
Create and maintain supportive and safe learning environments				
Assess, provide feedback and report on student learning				
Engage in professional learning				
Engage professionally with colleagues, parents/carers and the community				
Knowledge and use of innovation/technology in education process				

Professionally-related personal qualities:	Superior	Excellent	Average	Below Average
General contribution to the educational institution				
Ability to earn the respect of colleagues				
Tolerance of divergent views				
Positive outlook and attitude				
Positive professional presentation and appropriate social conduct				
Communicate effectively with staff and the community				
Resourcefulness and initiative				
Community and/or industry involvement				

General suitability for exchange:	Superior	Excellent	Average	Below Average
Flexibility / adaptability (generally; to needs of different groups; in diverse situations)				
Capacity to represent the State and its educational practice				
General physical and emotional fitness for the position				
Likely cultural/communication adaptability (esp. if English is not host location language)				

C) Additional Comments

Please complete this section for all applicants. Comments should include as much detail as possible and directly address the applicant's suitability for exchange. These comments are an important aspect of the selection process and are essential before an exchange can be offered to an applicant.

Applicant Name:

Professional qualities (e.g., proven teaching capabilities, able to cope with change in school circumstances, able to work to a high standard on exchange even if feeling like a "new" employee again)

Personal qualities (e.g., flexible attitude to accommodation swap, able to make complex preparations for the exchange experience, able to assimilate successfully into new school and community)

Application Recommendation:

As Principal, I declare that by submitting this recommendation, I have discussed this applicant with my Director, Public Schools NSW and together we have decided that this applicant is:

Highly Recommended for an International Exchange Placement

Recommended for an International Exchange Placement

Not Recommended for an International Exchange Placement (Please inform applicant of decision).

Principal Name:			
Principal Email:			
School Phone:		Mobile Number:	
Date:			

Please complete details for your current Director, Public Schools NSW:

Director Name:			
Network:			

Return this form via email to: exchangeprograms@det.nsw.edu.au (please save the file as: "SURNAME First Name of applicant – Principal Recommendation" and email from your own Department of Education email account).

Please note that forms must be received by 7 December 2018 in order for the application to progress.