



HWA TSANG MONASTERY INC.

Special Religious Education

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Teacher Authorisation Processes

Verification of WWCC Clearance

In keeping with current child protection legislation, all SRE teachers are required to apply for a WWCC and obtain a [clearance number](#). Approved providers must keep relevant WWCC documents for five years after the employment or engagement has been completed.

Child Protection Training

It is an approved provider's responsibility to ensure that all SRE teachers have participated in an initial child protection induction and annual update. This is to ensure that SRE teachers are aware of their obligation to advise the principal or workplace manager of concerns about the safety, welfare and wellbeing of children and young people that arise during the course of their work. SRE teachers are mandatory reporters of suspected risk of significant harm and of the procedures for doing so.

Awareness of Department of Education's Code of Conduct

The Code of Conduct clarifies the standards of behaviour that is expected of all SRE teachers in the performance of their duties. It gives guidance in areas where staff need to make personal and ethical decisions.

Completion of Basic Training

SRE approved providers ensure that all SRE teachers have access to basic training standards. The basic training includes context, knowledge of authorised curriculum, classroom management and the importance of continued professional learning.

Statement in Relation to Specific Crimes

Each approved provider has given an undertaking that any SRE teacher authorised to enter NSW Government schools has not had a criminal conviction for any crime against a minor, a conviction for violence, sexual assault or for providing prohibited drugs.

1. Recruitment, Initial Training and Authorisation

i) Fundamental Requirements of Hwa Tsang Monastery (HTM) Special Religious Education (SRE) Teachers

- (1) Have proven and continued participation in learning and attending Buddhism talks for a minimum of 3 years. Teachers must have taken refuge in the Triple Gems, or have the intention of doing so within a reasonable timeframe.
- (2) Possess strong faith and respect for the Triple Gems.
- (3) Expresses right understanding of Buddha's teachings.
- (4) Well versed in etiquettes and acceptable behaviour at a monastery and always set a good example for the children.
- (5) Lead a life in line with the Buddha's moral guidelines (Five Precepts) and always try to apply the Buddha's teachings in daily life.
- (6) Always speak and act appropriately and professionally.

ii) HTM SRE teacher is a representative of HTM and must follow the guidelines set by the Department of Education (DoE) as per links below *and Professional Ethics and Responsibilities as outlined in HTM SRE Teacher Handbook.*

HTM provides training in the following areas:

- (1) Professional responsibilities – this information is accessed from DoE site:
<https://education.nsw.gov.au/about-us/jobs-and-opportunities/school-careers/teachers/professional-responsibilities-for-teachers>
- (2) Code of Conduct – teachers are made aware of DoE's code of conduct using the following link:
<https://education.nsw.gov.au/policy-library/associated-documents/The-2014-Code-of-Conduct-approved-by-Minister-1-July-2014-updated-Dec-2016-not-tracked.pdf>
- (3) Child Protection – teachers complete the online mandatory training using the following link:
<https://education.nsw.gov.au/student-wellbeing/child-protection/child-protection-training>
- (4) Social Media Policy – teachers are made aware of the HTM's social media policy which follows the DoE's policy:
<https://education.nsw.gov.au/policy-library/policies/social-media-policy>
<https://education.nsw.gov.au/policy-library/associated-documents/social-media-procedures.pdf>
- (5) Audiovisual policy – teachers are made aware of the HTM process when using audiovisual material including films, videos, DVDs, internet content and computer games, which is in line with DoE's policy:
https://education.nsw.gov.au/policy-library/associated-documents/audio_proc.doc
- (6) Student Discipline Policy – teachers are made aware of DoE's policy in relation to student discipline:
<https://education.nsw.gov.au/policy-library/policies/student-discipline-in-government-schools-policy>

- (7) Student Welfare Policy – teachers are made aware of DoE’s policy in providing effective learning and teaching within secure, well-managed environments, in partnership with parents and the wider school community:
<https://education.nsw.gov.au/policy-library/policies/student-welfare-policy>
- (8) WHS Policy - teachers are made aware of the importance of safety in the work environment and the need to be familiar with evacuation procedures within each school, identification of hazards and the process for reporting of hazards.
<https://education.nsw.gov.au/policy-library/policies/work-health-and-safety-whs-policy>
- (9) Special Religious Education Policy and Procedures – teachers are made aware of DoE’s Special Religious Education policy and procedures using the following link:
<https://education.nsw.gov.au/policy-library/policies/religious-education-policy>
<https://education.nsw.gov.au/teaching-and-learning/curriculum/learning-across-the-curriculum/religion-and-ethics/about-religion-and-ethics>
- iii) Candidates interested in Buddhist scripture teaching will be guided by experienced teachers for a certain period, usually a school term. During the probation period, candidates will be given the opportunity to teach some classes under the supervision of an experienced teacher. The mentoring and training period varies based on the circumstances of each candidate.
- iv) HTM will provide SRE teachers with Teacher Handbook, Text books, Teaching Guides and authorized supplementary materials. It is essential that all teachers understand clearly the objectives of HTM SRE classes, teach according to the HTM SRE syllabus and in an age appropriate manner, encourage children to develop values and etiquettes as per the objectives. Teachers must act in accordance to the guidelines of professional ethics and responsibilities, and child protection.
- v) Any difficulties should be discussed with the HTM SRE Coordinator or the school if the matter relates to a student disciplinary problem.
- vi) For any complaints, please discuss with the HTM SRE Coordinator.
- vii) HTM will provide support to ensure candidates’ right understanding of Buddhism, ability to manage a class, teaching skills, conduct and attitude, and enthusiasm for the task before formally accepting one as the HTM SRE Teacher.
- viii) As required by the Department of Education (DoE), all candidates must have completed the *NSW Working with Children Check (WWCC)* and a record provided to HTM as required by the legislation before starting to teach.
- ix) The candidate must also sign a declaration that one does not have any criminal record for:
- (1) a crime against a minor
 - (2) violence
 - (3) sexual assault
 - (4) providing prohibited drugs.
- x) The teacher will be provided with a name badge which must always be worn on a school site. An Authorisation Letter which includes the teacher’s name, contact

details, date of birth and verification of WWCC will also be provided to the school before commencement of the class as per the requirement of DoE.

- xi) In the event that any proven misbehaviour, criminal conviction, or wrong understanding of Buddhism and improper views, the teacher's will immediately be withdrawn from the HTM SRE teaching.

2. On-going Training, Evaluation and Support

- i) HTM SRE Teachers' meeting will be held each term (during the school term holidays), so that the teachers can discuss teaching concerns and be updated on other SRE concerns or legislative matters.
- ii) SRE Teacher Professional Development Workshop will also be held at least once a year to provide the relevant training to enhance teaching practices, classroom management, understanding on child protection and the syllabus.
- iii) Teachers are required to submit a report to HTM every school term detailing the progress of their teaching, and any issues encountered.
- iv) Teachers are encouraged to self-reflect, self-evaluate using the Teaching Evaluation criteria as per HTM SRE Teacher's Handbook.
- v) HTM will appoint the SRE coordinator or senior teachers to visit the classes from time to time to review teachers' teaching performances and provide feedback at least once a year. HTM will inform schools in writing in advance when such visit is arranged. (Authorisation letter, WWCC verification and Name Badge will be provided)
- vi) HTM has set up a virtual Teaching Resource Centre to provide teachers with additional resources and a forum for sharing different teaching strategies.
- vii) HTM will reimburse SRE teacher's out of pocket expenses (travel, meal, printing and stationery) for attending the SRE class. The cost is covered by HTM BREF (Hwa Tsang Public School Buddhist Religious Education Foundation).
- viii) HTM SRE teachers are volunteers of Hwa Tsang Monastery and are covered by Hwa Tsang Monastery's Voluntary Worker's Personal Accident Insurance.

3. Teacher Audit

Teachers will be supported by HTM on the following annually:

- (1) Classroom management using the process of classroom observation and feedback
- (2) Teacher knowledge of the HTM curriculum
- (3) Teacher self assessment whereby teachers report on their own journey, their successes and their challenges.
- (4) Teacher identification of professional learning needs

4. Provider Audit

HTM will undertake:

- (1) Self assessment which includes a report on issues identified and how issues were addressed
- (2) A review of teacher adherence to the prescribed curriculum
- (3) A review of the HTM curriculum every 5 years
- (4) Effectiveness of HTM processes such as use of internet resources.