

# 2025 NEW TEACHER & HELPER AUTHORISATION OUTLINE

SRE (Scripture) is an amazing ministry and an incredible opportunity to engage children and young people with the Christian faith. We are excited you are starting your journey as an SRE helper/teacher and to join the statewide SRE team! Use this document to chat through with your pastor, church SRE coordinator or a current SRE teacher to help demystify and explain what is required. We also encourage you to contact our SRE Team Leader before you proceed further; to discuss any questions you may have about the SRE application process.

Whilst it may feel daunting initially, we are here to help you throughout the process. We look forward to authorising you to be a helper or teacher in SRE very soon! Simple Checklist can be found below. Additional notes page 2.

| CHECK                                  | STEPS TO TAKE                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>INITIAL CONVERSATIONS</b>           |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/>               | Chat with pastor or SRE rep in church to express an interest and investigate what is required. You could also seek to observe a lesson or two first to see what is involved in teaching a class. See our separate information sheet titled 'Come & See Observer Sheet'.                                                                                                                                                 |
| <b>CHILD PROTECTION REQUIREMENTS</b>   |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/>               | Valid Working with Children Check Number (WWCC) - <a href="#">apply online</a> if don't currently have one                                                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/>               | Complete Child Protection Training via Creating Safe Spaces Course- this is valid for 4 years. This training is completed in two parts- <a href="#">Part 1 online</a> and <a href="#">Part 2 via Zoom/Face to Face</a> .                                                                                                                                                                                                |
| <input type="checkbox"/>               | Department of Education annual Child Protection course- recommended not compulsory (see additional notes)                                                                                                                                                                                                                                                                                                               |
| <b>ENDORSEMENT &amp; COMPLIANCE</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/>               | Interview with Pastor including a Pastor Endorsement Form (included in New Teacher/Helper Info pack)                                                                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/>               | Complete the Baptist Association's Code of Conduct & Screening Questionnaire & DoE Declaration and submit to our office (included in New Teacher/Helper Info pack)                                                                                                                                                                                                                                                      |
| <input type="checkbox"/>               | Read the Association's related policies and procedures (included in New Teacher/Helper Info pack)                                                                                                                                                                                                                                                                                                                       |
| <b>SRE MODULE TRAINING</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/>               | <b>For Teacher status-</b> Complete our 7 module Essentials SRE Course (online) or via zoom (subject to availability). For available dates check our website or contact our SRE team. Please note seminar presenters are in same category as teachers. RPL options for Modules 2 & 4 only for trained teachers who have recently finished teaching or still currently employed. Speak to our SRE team to find out more. |
| <input type="checkbox"/>               | <b>For Helper Status-</b> complete Essentials Modules 1, 4 & 7 online or via Zoom if available. Link to website on Page 2.                                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/>               | Complete our application form (included in New Teacher/Helper Info pack)- as an interactive PDF or can print off and complete by hand and emailed/posted to our SRE office.                                                                                                                                                                                                                                             |
| <b>POST APPLICATION &amp; TEACHING</b> |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/>               | Once the processing of your application is complete, you will receive an email notification with an authorisation letter to teach/help. You will also receive an authorisation card (sent to Pastor at your church) which acts as your school identification. Your card is valid for 3 years.                                                                                                                           |
| <input type="checkbox"/>               | Each year SRE teachers are required to complete evidence of ongoing professional development (Module 6). This is explained in the module training and easily achievable. Helpers and Casual/Fill-in teachers are exempt from some aspects of this requirement.                                                                                                                                                          |

## Additional Information

**'Come & See' an SRE Lesson-** before you commit to teaching or helping in SRE, you can opt to apply for a Come and See Observer Letter that allows you the opportunity to observe some SRE lessons and see what is involved. It is a great way to get a taster without pressure to commit. Please see our separate Come & See Information Sheet for further details on how this works. Talk to your church SRE contact person or contact our office for details.

**Teacher Authorisation-** This authorisation is for someone who wishes to teach a class on their own or with a helper assisting. It also includes those who wish to run seminars in schools on a regular basis or as an itinerant worker going to different schools throughout the year.

All training modules must be completed to be authorised as an SRE teacher.

**Helper Authorisation-** This authorisation is for someone who wishes to provide assistance to the teacher. Note: helpers are not authorised to teach a class on their own, so if the SRE teacher is away on a particular day a helper cannot take the class on their own.

**Pastor Endorsement-** If there is no pastor in your church, a senior member of the leadership team acts in this role. All applicants must have their pastor provide endorsement with our Pastor Endorsement Form.

**Child Protection Training-** Please note: we do not accept other denominations child protection training in the main. If you have recently completed training elsewhere, please contact our office to discuss. Your application may be delayed if this is not disclosed early on.

**DoE Child Protection Training** -Currently recommended, but not mandatory for volunteer teachers. In paid HS roles it may be required. Contact our office to discuss. The course is very informative and actually worth doing. Free to complete.

**Screening Questionnaire & Criminal Declaration-** We recommend/suggest completing this document prior to commencing the module training. This helps any possible delays in processing if your application if you answer yes to any of the questions. In most cases this will not exclude you from teaching, (depending on the severity of the disclosure), but we will need time to discuss your situation and determine if you can proceed to the SRE related training.

**Recognition of Prior Learning-** Trained school teachers may qualify for recognition of Prior learning for a couple of the SRE training modules. In most cases this will only be granted for recently retired teachers, or those still currently teaching in a part time capacity and have evidence of recent employment. Contact our office for further information. Additional documentation must be submitted. We still recommend completing the full course as it allows the opportunity to understand teaching through the SRE filter and not of a classroom teacher.

**Link for Module Training-** <https://nswactbaptists.org.au/sre/sre-training/>

SRE (Scripture) is a wonderful way to serve your school community and is just so incredibly rewarding. Start a conversation with your SRE contact person today and if you need reach out to the Baptist Association, we are here to help!

Contact Shelley Ashton -Team Leader SRE | Baptist Association NSW and ACT



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sre@nswactbaptists.org.au



<https://nswactbaptists.org.au/baptistsre/>