

Recruitment Guide

About ScopeIT Education

We are an Australian owned and operated network, servicing primary schools and high schools with the delivery of digital technologies programs. Our team has recently expanded to reach schools and students across Malaysia, USA and New Zealand.

Our goal is to equip the upcoming generation with skills to turn their imaginations into technological reality, enhancing not only their educational outcomes but also their future employment prospects.

Our team provides the entire digital technologies solution for schools. We provide MacBook Air laptops, internet, cutting-edge software, structured lesson plans and trained instructors. Educators can expect a fun, interactive and educational experience that will equip students with digital technologies skills and knowledge for their future.

Digital technologies made easy

With an increasing demand from schools to find solutions to incorporate digital technologies lessons in their classrooms, ScopeIT Education aims to support educators so that every student can gain access to the skills and knowledge they will need for their future careers.

With the amount of time our children spend on digital devices, ScopeIT Education plays an important role in building the future of the tech industry by giving children the tools to develop and create technology, and not just consume it.

In addition to our [Primary In-school Lessons](#) and [High School Incursions](#), we also offer:

- [CIY.Club](#) after-school and holiday clubs for children aged 7-17
- [Professional development](#) for educators
- [Virtual Classroom](#) for rural and remote schools.

Please see below for information on ScopeIT Education instructors, known as 'Scopers'

Becoming a Scoper (Instructor)

Role description

Classes are run by two instructors; a Lead Scoper and an Assistant Scoper. All Scopers are recruited initially as Assistant Scopers as you learn the class content and become familiar with the organisation.

Working as a Scoper you will engage with school students in a dynamic, vibrant environment. You will be working with students in school classrooms, during school hours and be responsible for guiding students from K to 6 through our engaging, structured courses. You will always be working with another instructor when running classes and be required to work closely with the Lead Scoper while providing assistance to students.

To become a Scoper you will need to be well-spoken, well-presented and be able to confidently lead classrooms of primary school students in fun and engaging lessons. You will be provided with full training on our processes, courses and ICT competency.

Course topics we offer include computer programming, 3D printing, robotics and digital citizenship, which includes computer and internet safety. No prior experience is required but an interest in technology is important.

Scoper attributes:

- 'Working With Children' background check is required.
- Passion for education and working with children.
- Confidence to manage and quickly engage rotating classrooms of children.
- Ability to work independently.
- Proactive self-management.
- Punctual, responsible and reliable.
- Own transport to local schools (car and licence).
- Teaching experience is an advantage, but not required.

As such, this role will be well suited to teachers, education students, parents or community members from the local area.

Assistant Scoper (in-detail)

As an Assistant Scoper, you will be required to work in school hours as a general rule, however there may be opportunities to work during school holidays or after school programmes. The position of assistant Scoper may be part-time, full-time or casual based on the position offered at the time. Your role will include but is not limited to:

- Setting up and packing down the equipment each day with the Lead Scoper.
- Supporting the Lead Scoper at all times.
- Assisting with behaviour management within the classroom.
- Aiding students and answering questions.
- Observe and learn from the Lead Scoper .

Professional development is an important part of maintaining our high standards. At ScopelT Education, we believe in offering our long serving committed team members the opportunity to progress and build up their skills and knowledge.

Assistant Scoper's have the opportunity to progress to a Lead Scoper position within the organisation. This will include greater role responsibility and involvement within ScopelT Education and in most cases include higher remuneration.

Lead Scoper (in-detail)

To become a Lead Scoper, your Regional Manager must have viewed you teaching a number of lessons and identify within you:

- A strong work ethic.
- Professionalism at all times.
- Honesty and trustworthiness.
- Ability to present the lessons in a confident, consistent, engaging and well managed manner.
- A tendency to take the initiative and be proactive.

As a Lead Scoper, you will also demonstrate the following additional attributes:

- Collecting and/or dropping off the equipment.
- Transporting the equipment to the schools.
- Accounting for all the equipment and reporting any damage or issues.
- Setting up and packing down the equipment each day with the Assistant Scoper.
- Preparing thoroughly for each lesson.
- Presenting each lesson with enthusiasm and professionalism.
- Managing behaviour appropriately within the classroom.
- Aiding students and answering questions.
- Communicating and working with the class teachers and school administrators.

Please note: In addition to working in-school as a Scoper, our team may have the opportunity to teach as a 'Coach' within our after-school and school holiday brand, CIY.Club. Coaches take on similar duties in both Lead and Assistant positions, however in a different brand and context.

The Recruitment Process

Send us your CV and cover letter

The first step in the recruitment process is letting us know who you are and why you are interested in joining our team.

To apply, please check for our current position openings that may be available across the country. We predominantly list our open roles on [indeed](#), however it is best to check all websites (for example: SEEK, LinkedIn)

From here, please read through the job requirements to ensure the position suits you. You may then send us your current CV with references and a cover letter, taking care to address the desired criteria.

Phone interview

Prospective new team members will first be contacted by the Regional Manager for a short, informal phone interview. In this interview we are simply looking to find out a little more about you. This is also an opportunity for you to ask any questions you may have regarding the position.

Formal interview

If your phone interview goes well, you will be invited to a formal interview with your Regional Manager. During the interview process you should come prepared to demonstrate your experience, confidence and capability for teaching. Our regular requirements include each candidate to do a 5-minute peer teach for the interviewer(s), on a topic of your choosing. All requirements are communicated to you prior to the interview.

Training

If you are offered a position based on the formal interview, online training is the next stage of the application process. The training will equip you with all of the ICT skills necessary for teaching our various courses. Our training also explains ScopeIT Education's culture, and outlines our expectations of you. Initial training is a condition of employment. We are confident that all applicants who proceed to the training stage will be able to complete the training provided you have an interest in education and technology.

ScopeIT Education offers ongoing professional development for staff as our schools and students progress through each course and/or topic. Come and grow with our organisation!

Our Expectations

Becoming a Scoper is a fun and rewarding experience! Your responsibility to ScopeIT Education is to maintain the highest level of professionalism and personal standards. Scopers (employees) must adhere to our Code of Conduct and Child Safety policy at all times.

It is of the utmost importance Scopers are at all times:

- Punctual and timely.
- Honest and professional.
- Neat and presentable.

Thank you for taking the time to read through our Recruitment Guide and get a better understanding of who we are and what we do. We hope you are now more informed in regards to the job you are applying for. If you still believe this is the right position for you then we would love to hear from you. Please follow the steps outlined in the recruitment process above and we look forward to receiving your application.