



***Applying for the
Experienced Senior Teacher
Classification***

A QTU Guide
(revised 23 February 2017)

Introduction:

The experienced senior teacher (EST) classification resulted from the settlement package offered by the State Government during EB6 in 2009. The classification is contained in the *Department of Education, Training and Employment State School Teachers' Certified Agreement 2016* and the *Teaching in State Education Award – State 2016*.

The QTU has developed this guide to assist you in applying for the experienced senior teacher classification. It is for support and example purposes only and should only be used as a suggestion of how to complete your application.

As the classification is selected on merit, the QTU cannot guarantee that an application developed as a consequence of following this guide will be successful.

Refer to this guide and the attachments when completing your application, but you **must** ensure that you carefully read the DET Application Information Package and access other materials and consult with your colleagues.

The DET Application Information Package notes in how to apply that “All applications must be submitted online through the Smart Jobs and Careers website”.

Timeframes

The EST timelines for 2017 are as follows:

Positions advertised	Thursday 23 February 2017 (on Smart Jobs and Careers website)
Applications close	midnight Wednesday 29 March 2017 (DET states that no late or incomplete applications will be accepted).
Notification of outcome	via email on 23 June 2017.

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A step-by-step guide to applying for experienced senior teacher

- Step 1 **Read the QTU advice brochure (Attachment 1) and the DET Application Information Package on experienced senior teacher.** The brochure provides information on eligibility, selection criteria, the supervisor's verification and the timelines for application.
- Step 2 Download the role description, application information package and template from the Smart Jobs and Careers website: www.smartjobs.qld.gov.au and save these documents to your computer.
(See Attachment 2 - Logging on to the Smart Jobs and Careers website.)
- Step 3 Read the information in the application package and the role description.
- Step 4 Print off two copies of the Application Template and one copy of the role description.
- Step 5 Peruse the examples provided in the role description.
- Step 6 On a blank piece of paper, list all of the things that you do in your practice as a teacher with respect to your students, your colleagues, your school community and the curriculum that you teach.
- An example list is at **Attachment 3 - Preparing to write to the selection criteria**
- Step 7 Read the selection criteria.
- Using the first copy of the application template that you have printed, noting down under the relevant criteria:
- what you think each criterion is about
 - what part of the role description applies to each criterion
 - what this looks like in terms of your practice as a teacher in your school and your career.
- NB: You could also do this in a table as demonstrated in **Attachment 4 – Analysis of selection criteria.**
- Step 8 Using the list from step 5, the notes from step 6 and the examples in the role description, write the information down in dot points under each of the selection criteria.
- Remember to circle** the area in which you demonstrate high-level practice.
- Step 9 Take a break – take some time away from the work you have been doing to provide an opportunity for reflection.
- Step 10 Re-read the role description, the selection criteria and the initial draft of your application. Make any amendments to the application that you feel are necessary. **Attachment 5 - Completed application template.**
- Step 11 Have someone read over your application as a critical friend.

- Step 12 Make any changes you feel are necessary.
- Step 13 Complete the application template, typing in your dot points under the relevant selection criteria
- Step 14 Identify the area in which you demonstrate high-level practice by circling the relevant selection criteria.
- Step 15 Print off your application, which includes the supervisor's verification.
- Step 16 Save your work.
- Step 17 Photocopy the documents and provide one copy to your supervisor for verification.

NB: Make sure you leave enough time for this to happen and don't forget that if your supervisor is not your principal then you need time for your principal to note the application as well.

- Step 18 Scan the supervisor's verification. If you have difficulties with this, seek assistance from a colleague.
- Step 19 Use the **Checklist for applying for experienced senior teacher (Attachment 6)** as a guide to check that your application is complete and ready to be submitted.
- Step 20 Log on to the Smart Jobs and Careers website, create a My SmartJobs profile and submit your application by attaching the relevant documents – completed application template and supervisor's verification. You will receive an email if your application has been successfully lodged.

The Applicant Information Package provides important advice under the sections "How to Apply" and "Difficulties Applying" in relation to submitting your application. Your colleagues can also be helpful in troubleshooting or problem solving technical difficulties.

- Step 21 Wait for the outcome, which the department will communicated to you via email at the end of Term 2.



Attachment 1 - Experienced senior teacher

This document is issued for general guidance only. It does not constitute professional advice. The issues with which it deals are complex and the document necessarily deals only with general principles. No reader should rely on this document for the purpose of making a decision as to action but should seek the appropriate advice from the Union on the particular circumstances of that reader. The Union accepts no responsibility for the consequences should any person act in reliance on this document without obtaining the appropriate advice from the Union.

Background

The experienced senior teacher (EST) classification resulted from the settlement package offered by the state government during EB6.

The EST classification, which became available from 1 July 2010, does not require successful applicants to perform duties over and above those they currently perform as a senior teacher.

The application process, selection criteria and role description have been developed in consultation with the QTU.

Through negotiations, the QTU was able to significantly improve the application process for EST. As a result, while it is still a merit selection process, the department's original suggestions have been favourably amended to reflect the QTU's position.

Eligibility

If you are currently employed as a senior teacher with a classification of either A0304 or A2304, you may be eligible to apply for experienced senior teacher. If you are unsure of your classification, it is displayed under "Employee Details" on your payslip.

All four-year trained senior teachers with at least four years' full-time equivalent (FTE) experience as a senior teacher as at 30 June, and all three-year trained senior teachers with at least seven years' FTE experience as a senior teacher as at 30 June, are eligible to apply.

Applications are called annually, usually during term one, capturing those senior teachers who become eligible for EST between the period 1 July of the previous year to the 30 June of the year the application round is open.

Please note: Any unpaid leave or fraction changes during your service as a senior teacher may affect your date of eligibility. If you are unsure of your eligibility for EST status, please contact the teacher classification team via email tct@det.qld.gov.au,

including your full name and seven digit employee ID number.

Application process

Senior teachers will be required to:

- a. complete a two-page pro-forma application
- b. receive verification of their application from their supervisor
- c. submit their application electronically by the due date.

Cluster panels made up of two DET representatives and one QTU representative will be convened to consider the applications. Panelists are unable to consider applications that come from their own school/worksite.

Applications will be arranged as follows:

- a. approved
- b. requires further information
- c. not approved.

If further information is required, a CV, referees report or an interview may be requested. If a panel does not approve your application, you can reapply in the next round of applications (i.e. 12 months later).

A statewide moderation panel (including QTU representation) will be established to review panel decisions, to ensure consistency across panels.

Payment

Successful applicants of the EST classification are notified generally in term three and receive a back payment to the date they fell eligible within the 12 month period.

Unsuccessful applicants from previous rounds who reapply will be paid the EST classification from 1 July (current year) if they are successful.

Applicants who were entitled to apply in previous rounds but did not will receive a backdated payment if they later apply successfully, although for no further back than 1 July of the previous year.

Supervisor's verification

The supervisor's verification is not a determination/judgment of whether the applicant demonstrates the criteria.

The supervisor's verification is not a referee's report. It is an opportunity for the supervisor to confirm the statements in the application.

Where supervisors cannot verify the truthfulness of the statements, they are required to complete a comment explaining why.

The supervisor's verification does not need to be completed by the school principal. It may be completed by the deputy principal, HOSSES, HOD or the "line-manager" who is most familiar with the applicant's work.

If the supervisor's verification is not completed by the principal, the principal must also sign the application, for noting purposes only.

Further details are available on the QTU "EST frequently asked questions" document.

The criteria

The selection criteria were consciously developed to reflect the many things that teachers do in schools. You are encouraged to look at the examples contained in the "role description" to assist you in completing your application.

Broadly, the criteria cover what teachers do with students; the school community; each other as colleagues; and the curriculum that they teach.

SC1: Promotes positive student outcomes and high level learning experiences (students)

SC2: Engages in positive interactions with the wider school community including parents/guardians, fellow teachers, specialists and other community members (school community)

SC3: Assists colleagues and models high-level professional expertise in planning, development and practice (other teachers/colleagues)

SC4: Has a high-level understanding of and continued commitment to implement current and future initiatives in curriculum (curriculum).

For an application to be successful, you must demonstrate that you have high-level practice in at least one of the selection criteria and are adequate in the remaining criteria. You are required to identify in which selection criterion you demonstrate "high-level" practice.

Look at the criteria and consider what each criterion looks like in terms of your practice:

- in your school
- in your career
- in your context as a teacher.

It may be worthwhile to brainstorm ideas under the relevant selection criteria before putting pen to paper in a formal application.

There are several thousand ESTs across the state and it is entirely appropriate for colleagues to provide you with feedback and support.

Further information about EST will be available on the QTU website.

Appeals

The experienced senior teacher process is exempt from appeal. However, unsuccessful applicants are encouraged to contact the panel chair for feedback on their application.

Union assistance

In accordance with "The Next Step" policy of the QTU, members are encouraged to take the following actions before contacting the QTU for assistance.

- Check your understanding of the contents of this brochure in conjunction with the application package.
- Talk with the school administrator with responsibility for managing this area of the school about your concerns.
- Attempt to negotiate a suitable outcome at the school level.

If the problem is urgent, complex or cannot be resolved at the school level, initiate Union assistance via the Request for Information/Request for Assistance pro-forma on the QTU website, or by contacting the Union directly.

Attachment 2 - Logging on to the Smart Jobs and Careers website

Logging on to download the application package and job description

1. Enter: www.smartjobs.qld.gov.au
2. Enter the following:
 - a. **Keywords:** Experienced Senior Teacher
 - b. **Occupational group:** Education and Training
 - c. Click **Search**
3. The next screen will list the results of your search. Select the Experienced Senior Teacher Job Reference for the region that you teach in. This will open the “Job Details” for your region.
4. Refer to “Documents” at the bottom of the page. There will be links to the necessary resources i.e. the role description, application package and template.
5. Click on the links to open the documents.
6. Save the three documents to your computer and print off as necessary.

Attachment 3 - Preparing to write to the selection criteria

List of things I do in my school for example:

- year level coordinator
- parent's night for year level
- parent teacher interviews
- co-ordinate national maths test
- work with teachers to develop programs to support students with special needs

- attend staff meetings
- musical rehearsals and performance
- sports house teacher
- member of maths syllabus committee
- member of LCC
- Union Representative
- attend after school PD on Thrass and literacy

Other examples may be:

- subject area coordinator
- organise excursions
- mentor beginning teachers
- contribute to school review processes
- involvement with student rep council
- acting in promotional positions

Attachment 4 - Analysis of the selection criteria

Analysis of the selection criteria SC	Meaning	Link to role description	How does it apply to me?
1	How do I support the students in my class so that they are engaged and have good results?	<p>Links to 1</p> <p>Contribution to outcomes</p> <p>Interactive and engaging lessons</p> <p>Variety of learning experiences</p> <p>Extra-curricula involvement</p>	<p>Interesting lessons – establish work stations in literacy and numeracy to support all types of learners and to enable students to understand literacy and numeracy in various forms</p> <p>Member of school's gifted and talented group</p> <p>Coordinate and attend school camp</p> <p>Coordinate year level</p>
2	How do I work with the parents of the students I teach, my colleagues and the wider community? How do I promote my school?	<p>Links to 2</p> <p>Professional contribution</p> <p>Working with parents and guardians and specialists to assist in better outcomes</p> <p>Involvement with inter school sport</p> <p>Communications with parents</p>	<p>Coordinate year level parents night</p> <p>Attend P and C meetings</p> <p>Participate in parent/teacher interviews</p> <p>Work with parent helpers in reading circles and art activities</p> <p>Involvement in Reconciliation activities</p> <p>Organise students for Easter hat parade</p> <p>Participate in school musical and school fete</p> <p>Work with guidance officer and AVT to develop programs for individual students</p> <p>Manage and/or coach interschool teams ensuring appropriate behaviour by students representing the school.</p> <p>Communicate with parents regularly by telephone, email as appropriate and in person.</p>

3	How do I support my colleagues?	<p>Links to 3</p> <p>Professional practice</p> <p>Support colleagues</p> <p>Mentor others</p> <p>Models good teaching practice</p>	<p>Coordinate maths committee</p> <p>Support pre-service teachers</p> <p>Union Representative</p> <p>Undertake collaborative planning with colleagues in year level</p> <p>Seek others input into my lessons and offer my feedback in return</p> <p>Team-teach with other teachers</p>
4	How do I develop my knowledge of the curriculum?	<p>Links to 4</p> <p>Commitment to PD</p> <p>Commitment to identify areas of development</p>	<p>Coordinate the national maths test</p> <p>Work with other teachers to develop individual support programs for students</p> <p>Participation in PD around: Thrass, literacy, code of conduct, national curriculum</p> <p>Proactively seeking PD opportunities to ensure lessons remain relevant</p>

In reviewing my notes I believe that I demonstrate high-level practice in selection criteria 2.

Attachment 5 - Completed Application Template

APPLICATION FOR EXPERIENCED SENIOR TEACHER

RESPONSE TO SELECTION CRITERIA

a. *Please circle the criteria in which you demonstrate high level practice.*

SC1/SC2/SC3/SC4

b. Selection Criteria:

1. I promote positive student outcomes and high level learning experiences in the following ways:

- I am a member of the school's gifted and talented committee, which investigates programs to support students demonstrating high level needs.
- I have coordinated and attended school camps for years 4 and 7.
- I am currently the year 7 year level coordinator. I have previously been the coordinator for years 4 and 6.
- I conduct interesting lessons by developing work stations that provide students with various learning experiences in literacy and numeracy.

2. In my role as a senior teacher I have engaged in positive interactions with the wider school community, including parents/guardians, fellow teachers, specialists and other community members. This is demonstrated through:

- In my role as year level coordinator I have been responsible for convening year level parents information nights and the development of the information booklet for the year level.
- I attend P and C meetings at both the school at which I teach and as a parent at my children's school.
- I participate in parent/teacher interviews, affording parents the right to meet with me at least two times a year. These interviews are offered in term one so that I can inform the parents of the students development and in term three so that parents are aware of their student's progress.
- I have a number of parent helpers who conduct reading circles and art activities twice a week.
- I am a member of the Reconciliation committee for my school and am involved in the conduct of activities during Reconciliation week.
- I work with the school's music and dance teachers to assist them in the musical production each year.
- In my role as a classroom teacher, I work with the guidance officer and AVT to develop programs to support the needs of individual students.

(minimum font size is 10 point in Arial font)

RESPONSE TO SELECTION CRITERIA – CONTINUED

Selection criteria:

3. I assist colleagues and model high level professional expertise in planning, development and practice. Some examples of this include:

- I am the coordinator of the maths committee and am responsible for updating staff on developments in the maths curriculum.
- I supervise pre-service teachers and conduct after school sessions on gifted and talented students.
- I am the school's Union Representative and a member of the school's local consultative committee. In this role I keep members informed of professional and industrial developments.
- On a term basis, I undertake collaborative planning with my colleagues in the year level in which I teach.

4. I possess a high level understanding of continued commitment to implement current and future initiatives in curriculum. In my role of senior teacher I have:

- Coordinated and administered the national maths test.
- Developed programs for the year levels in which I have taught and currently teach that focus on the implementation of QCAT.
- Worked with other teachers to develop individual support programs for students.
- Participated in professional development around: THRASS, literacy, code of conduct, national curriculum.

(minimum font size is 10 point in Arial font)

Attachment 6 - Checklist for Applying for Experienced Senior Teacher

Before you click “submit” have you.....:

1. Completed the Response to Selection Criteria – Part One of the Application Template:
 - a. Have you used font: Arial, size: 10pt?
 - b. Have you **identified** (circled) the area of high-level practice?
 - c. Have you provided responses to **all** of the selection criteria?

2. Ensured that your supervisor has completed the verification – Part Two of the Application Template:
 - a. Has the supervisor ticked the relevant boxes?
 - b. Has the supervisor made comments if necessary?
 - c. Have you responded in writing to any comments made by attaching an additional document to the verification?
 - d. Have you, the supervisor and/or principal signed the verification?

3. Scanned in the supervisor’s verification?

4. Provided all the details necessary on the Smart Jobs website “My applications” page?

5. Attached your application including principal’s verification?

6. Clicked on View Files to check that the correct documents are attached to the application?

7. Completed the declaration at the bottom of the page?

If you have carefully read the Application Information Package and followed all of the steps above then you are ready to click “**Submit**”

Once you have clicked “*Submit*” your application will be registered and forwarded to the relevant DET personnel. You will receive an email to indicate that your application was successfully lodged.