



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

A QTU Guide
(February 2019)

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*.

As a result of EB8 in 2016, there have been some significant changes. The most significant of these changes is the reduction in eligibility requirements. Historically, teachers would need to complete four years of full-time equivalent service (four year trained teachers), or seven years of full-time equivalent service (three year trained teachers) at the Senior Teacher classification in order to be eligible. As of 1 July 2017, this requirement has been reduced by one year (three or six years), and will drop again from 1 July 2018 (two or five years).

In addition to the eligibility reduction, the QTU has negotiated a streamlined application process that reduces applicant workload, and aligns the application to the Professional Standards for Teachers.

The QTU has updated 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 DoE Application Information Package and access other materials and consult with your colleagues.

The 2019 DoE Application Information Package notes that “All applications must be submitted online through the Smart Jobs and Careers website”.

Timeframes

The EST timelines for 2019 are as follows:

Positions advertised	Friday 22 February 2019 (on Smart Jobs and Careers website)
Applications close	midnight Friday 29 March 2019 (DoE states that no late or incomplete applications will be accepted).
Appointment Release Date	Monday 15 July 2019

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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 DoE Applicant Information Package on Experienced Senior Teacher (EST). The brochure provides information on eligibility, selection criteria, the supervisor's verification and the timelines for application.

Important note: the application process in 2019 is a streamlined process to that of previous years. As a result, this process involved in responding to the selection criteria should not be onerous in terms of workload.

Step 2 Download the role description, applicant information package and EST application template from the Smart Jobs and Careers website: www.smartjobs.qld.gov.au and save these documents to your computer, and/or print as required. (See Attachment 2 - Logging on to the Smart Jobs and Careers website.)

Step 3 Read the role description, paying particular attention to the examples provided in terms of key tasks and capabilities.

Step 4 Read the information in the applicant information package.

Step 5 Schedule a meeting time with your Supervisor to discuss your application prior to the date of submission to ensure adequate time for refinement of your application, in case it is required.

NB: A supervisor's verification can be obtained without having to meet. If there were any concerns about the supervisor's capacity to verify some evidence given, then a meeting would provide an opportunity to discuss and clarify. This would then inform possible refinements if necessary.

Step 6 Brainstorm and list 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 through the application template.

Using the copy of the Application Template that you have saved/printed:

- identify which actions you can provide evidence for
- number the actions in terms of how clearly you can provide evidence for each
- repeat the process to identify your two strongest actions for each criterion

If you nominate the 'Other' box, you will need to note this 'Other' action in the evidence box before providing the relevant evidence.

NB: The application states that applicants identify a minimum of two actions to provide evidence for. While members are entirely capable of identifying more than the two, no applicant should be or will be negatively affected by adhering to

the two identified actions. Further, the 200-250 words range would not enable applicants to provide sufficient evidence for each action (if more than two).

Step 8 Refer to the list you created in step 6. Use this list to identify the evidence you have that correlates with your two strongest Actions for Criterion 1. Write your evidence in the provided space in the same order that the chosen actions appear. Remember, provide the best evidence that you can for each action identified.

If you have chosen to nominate 'Other', write your new action with the relevant evidence underneath.

If you have a separate piece of evidence in the form of a document (such as a lesson plan or unit of work), you may consider sending this with your application to further highlight an area of your work.

NB: When typing in the Evidence box, the box size is fixed, but the text will continue to reduce to accommodate more text.

Step 9 Save your application and 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.

Step 11 Complete the application template, typing in your dot points under each selection criteria.

Step 12 Have someone read over your application as a critical friend.

Step 13 Make any changes you feel are necessary.

Step 14 Save your work, print the document, and provide a 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 will need time for your Principal to note the application as well.

Step 15 Meet with your supervisor to discuss your application and have the Principal note and sign your application if they are not the supervisor who completed the verification boxes.

Step 16 Digitally scan the completed application (with your supervisor's verification and Principal noting if required).

Step 17 Use the **Checklist for applying for experienced senior teacher (Attachment 5)** as a guide to check that your application is complete and ready to be submitted.

Step 18 Log on to the Smart Jobs and Careers website, create a My SmartJobs profile and submit your application by attaching the relevant documents – your

completed application template and any additional documentary evidence. 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.

NB: When submitting your application, Smart Jobs will only allow applicants to attach a maximum of three documents. Each of these documents cannot exceed a size of 2MB per document.

Step 19 Wait for the outcome, which the department will communicate to you via email in Term 3.



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.

Following EB8, the QTU was able to secure significant changes to the eligibility requirements. New changes now mean that teachers will be able to access the EST classification in a shorter period of time. Changes to the application for EST has resulted in a streamlined process where the amount of evidence required is reduced. The process is still a merit selection process, but reflects the feedback from the QTU membership.

Eligibility

Through EB8, the EST eligibility requirement has been reduced by two years from 1 July 2018. The classification will be available to any four-year trained teacher or any three-year trained teacher as follows:

Date	Years of service at Senior Teacher for a 4 year trained teacher	Years of service at Senior Teacher for a 3 year trained teacher
1 July 2016	4 years	7 years
1 July 2017 (reduction of service period by 1 year)	3 years	6 years
1 July 2018 (further of reduction service period by 1 year)	2 years	5 years

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 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@qed.qld.gov.au, including your full name and seven digit employee ID number.

Application process

Senior teachers will be required to:

- respond to four selection criteria. For each criteria, applicants must tick two statements and write 200-250 words.
- receive verification of their application from their supervisor and acknowledgement of application from their principal where the principal is not the supervisor;
- submit their application electronically by the due date.

Cluster panels made up of two DoE 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:

- approved
- requires further information
- 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 became 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 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, HOSES, 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).

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 criterion 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 is 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, applicant information 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
- co-ordinate national maths test
- work with other teachers to develop programs to support students with special needs
- 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
- run special interest clubs before/after school/during lunch
- Coach/manage a sporting team
- Lead the teaching team in developing or refining work/unit plans

Other examples may be:

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

Attachment 5 - Checklist for Applying for Experienced Senior Teacher

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

1. Completed the Response to Selection Criteria in the Application Template:
 - a. Have you identified at least two actions per criterion?
 - b. Have you provided one example for each action in the same order?
 - c. Have you provided responses to **all** of the selection criteria?

2. Ensured that your supervisor has completed the verification in 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 the signed and verified application?

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

5. Attached all relevant files to your application?

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 DoE personnel. You will receive an email to indicate that your application was successfully lodged.