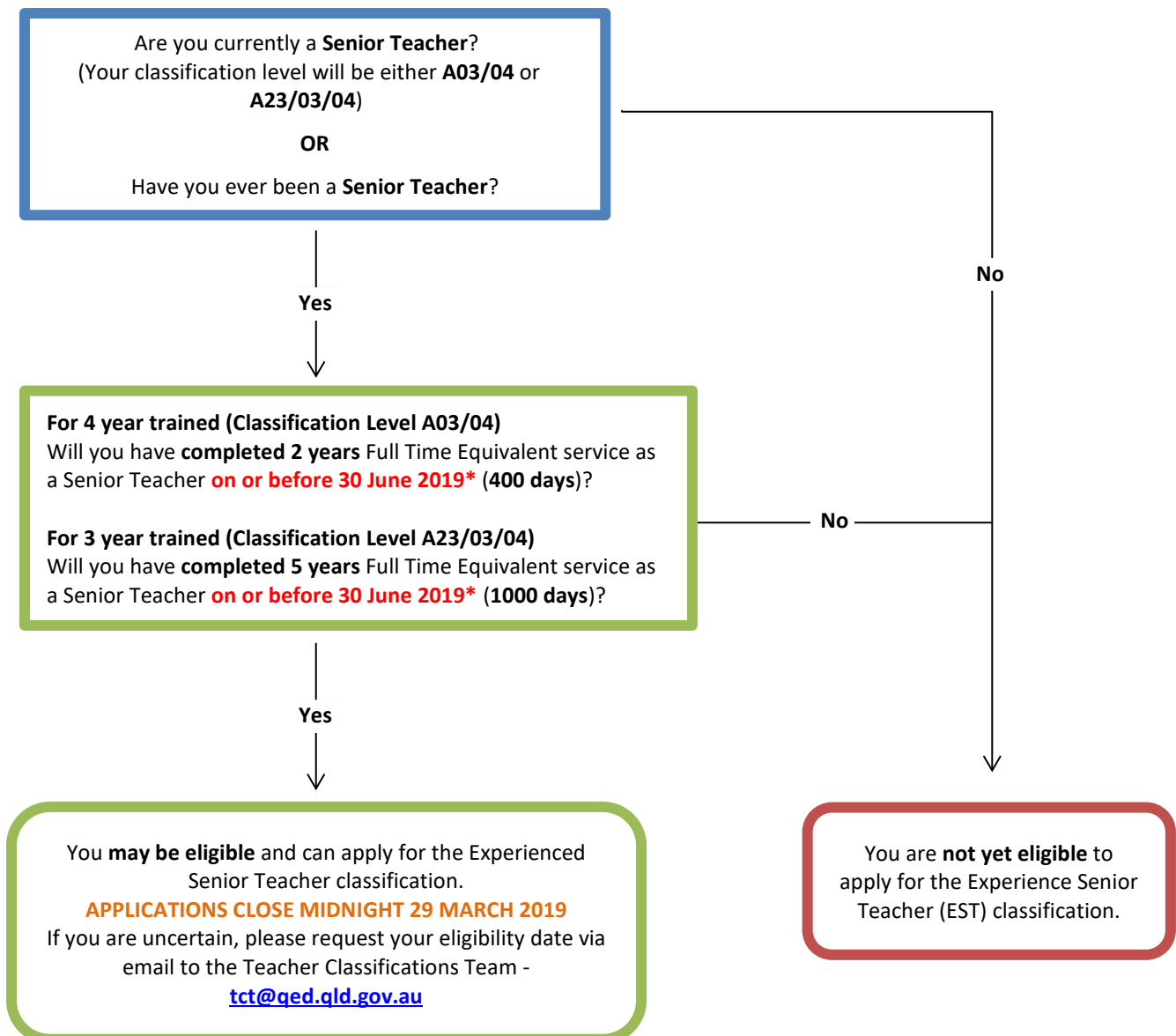


Applicant Information Package 2019 Experienced Senior Teacher

2019 EXPERIENCED SENIOR TEACHER - ELIGIBILITY FLOW CHART

Please use the flow chart below as a guide to identify whether or not you are eligible to apply for the Experienced Senior Teacher (EST) classification. An applicant must meet the eligibility requirements before **1 July 2019***

If you meet the eligibility criteria below and wish to be considered within the 2019 EST Recruitment and Selection Process you must submit an online application prior to midnight **Friday, 29 March 2019.*



- Any unpaid leave exclusion periods or fraction changes may affect your eligibility to the Experienced Senior Teacher (EST) classification.
- Full Time Equivalent (FTE) under the Teachers Award – State 2016 (Sec 6.1.1(a)) is equal to the duty time of a teacher which is 25 hours per week.
- If there is any uncertainty regarding your eligibility please contact the Teacher Classifications Team via email - tct@qed.qld.gov.au to seek a review.

Thank you for your interest in becoming an *Experienced Senior Teacher (EST)* with the **Department of Education (DoE)**. This Applicant Information Package is provided to assist applicants understand the departmental recruitment and selection process for the EST classification. Interested applicants are strongly encouraged to read this information carefully prior to applying.

The selection of school based Experienced Senior Teachers is based on the assessment of the relative merit of each applicant against the criterion in the role description. The ability to demonstrate your capability relates to your current and past performance as well as your potential for performance in the position of Experienced Senior Teacher.

WHO IS ELIGIBLE TO APPLY

Please refer to the *Eligibility Flow Chart* on the previous page.

All applicants must be currently employed with the Department of Education and Training as a Senior Teacher with a classification of either **A0304**, **A2303** or **A2304** and be registered with the Queensland College of Teachers (QCT). Information on registration requirements is available [HERE](#).

Applicants must also meet any mandatory requirements outlined in the role description.

HOW TO APPLY

All applications must be submitted online through the [Smart Jobs and Careers](#) website. Please note you will need to register a login before you can apply.

To prepare your application, carefully read through the job advertisement and all attachments. Applicants are required to fill out the online application form and attach any documents as instructed in the vacancy advertisement. For Experienced Senior Teacher advertisements the panel will require the completed Application Template.

1. Response to the Selection Criteria

In responding to this section applicants should clearly demonstrate their achievements and capacity to achieve against each criterion with a strong link to the role. A template is provided as an attachment at the bottom of the advertisement listed as "*Application Template for EST*".

Please consider the following tips when preparing your written responses to each criterion:

- Clearly identify how your knowledge, skills, abilities and professional experience meet the requirements of each selection criterion;
- Aim to be succinct – applicants are encouraged to avoid excessive writing as each criterion should have no more than 250 words. Consider using dot points (where appropriate) to summarise; and
- Avoid simple assertions that you have the required skills and/or generalist statements about your personal beliefs.

2. Supervisor's Verification Form

Before submitting your application, you will need to provide your supervisor with a copy of your completed Application Template so that they may complete the Verification box against each Selection Criteria.

Your current supervisor completes the verification section by:

- Verifying that information provided against each selection criteria is correct by placing a tick in the appropriate box;
- Where your supervisor does not verify the information, a comment will be made in the appropriate column.
- Your **supervisor will need to discuss with you any comments** provided, **sign and date** the verification boxes and **return it back** to you.
- Your Principal will also need to note and sign your application if they are not the Supervisor who completed the Verification boxes.
- You must also sign the application before submitting it on Smart Jobs.

Where a **supervisor indicates they are unable to verify the information** provided, you have the right of reply in such circumstances and may provide a written response to the panel to present your case.

You may also **include a second copy of your application with verification from a previous supervisor**. In certain circumstances, it may be more appropriate for your current supervisor to liaise with your previous supervisor for verification. This might include situations where your current supervisor has been in the role as your supervisor for a very short period of time (and is not familiar with your work), or is acting in the role, or is on leave.

There is a **responsibility for both applicants and supervisors** to ensure that all parties have enough time to respond to any concerns and/or issues. It would be considered appropriate that applicants advise their supervisors as early in the process as possible that they are intending to apply.

Please note you can only upload a maximum of 3 separate documents (no larger than 2MB per file). Accepted formats include PDF or word documents. **Please do not attach zip files.**

Helpful hints to help you with your online application:

- Please select Teacher against the classification field during the on-line application submission process. The Government ID number is your 7 digit employee/payroll number which is a necessary field to be completed.
- The advert closing time is midnight on the closing date, please be aware that there is no assistance available after 5pm Monday to Friday or on weekends.
- If you are not ready to submit your application the best option is to start filling in the details and save your application as a draft – using the '*Save as Draft*' button. This saves your draft application form in the '*My*

Applications' area. This function also allows you to return to edit your draft application and submit it any time **before** the closing date.

- All submitted applications will also be saved in the '*My Applications'* area for you to track the status/progress of each job vacancy you have applied for through the Smart Jobs and Careers website.
- Once you click '*Submit'* you have sent your application and you will receive a system-generated acknowledgement email. Submitted applications can be edited prior to the closing date.
- If you do not receive an acknowledgement email to the email address you have provided then your application has not successfully been submitted.
- If you notice an error with your submitted application before the closing date and you would like to change your application it is best to go into '*My Applications'* area of My SmartJob to start the editing process.
- You can withdraw your application at any point during the recruitment process through the '*My Applications'* area. **Please Note:** if you withdraw an application from the *My Applications* area of *My SmartJob* you will **not** be able to re-submit for the same job via *My SmartJob* without creating a new profile.

DIFFICULTIES APPLYING

Are you trying to submit your application using a school network computer or laptop? Try submitting your application from your home personal computer or laptop. We have found that on occasion the computer for teachers laptops do not like connecting to the Smart Jobs and Careers website.

If you are having trouble submitting your application or accessing your My SmartJob account, click [HERE](#) to check out the 'Need Help' page through the SmartJobs and Careers website.

If you are still experiencing difficulties and a fault occurs whilst lodging your application please contact the Application Processing Officers on ☎ (07) 3055 2917 during business hours.

SELECTION PROCESS

Panels must operate under the terms and conditions of the Public Service Commission's [Recruitment and Selection Directive](#).

The initial appointment to Experienced Senior Teacher positions will be through a state-wide selection process. With cluster panels formed to undertake the selection process.

A nominee of the Director-General of Education chairs the panel. The rest of the panel consists of one nominee of the department, and one nominee of the Queensland Teachers' Union.

Panellists are not to participate in the consideration of applications for Experienced Senior Teacher from the school at which they currently work.

The panel evaluates the applications and make recommendation to the following categories:

- **Category A** – Approved
- **Category B** – Additional information required
- **Category C** – Not approved

A percentage of applications from each category will go to a state-wide moderation panel. If further information is required at moderation, the panel will request that this be done through a telephone interview or the provision of further information or discussion with your supervisor/s. The interview will be conducted by the cluster panel – if required.

The panel uses the completed supervisor's verification information to authenticate your claims. The panel may contact your referee/s to seek further information. Panels will not consider 'testimonial statements' from referees.

APPOINTMENT PROCESS

Both successful and unsuccessful applicants will be advised by email of the selection outcome.

Following the announcement of the appointment, post-selection feedback is available to all applicants upon request to the chair of the selection panel. Feedback will be based upon an assessment of the applicant's suitability in relation to each of the key capabilities.

Unsuccessful applicants will be eligible to reapply for the position after 12 months.

The Experienced Senior Teacher process is exempt from appeal. Unsuccessful applicants are encouraged to contact the panel chair for feedback on their application.