

## 2019 RECRUITMENT PROCESS EXPERIENCED SENIOR TEACHERS (EST) FREQUENTLY ASKED QUESTIONS

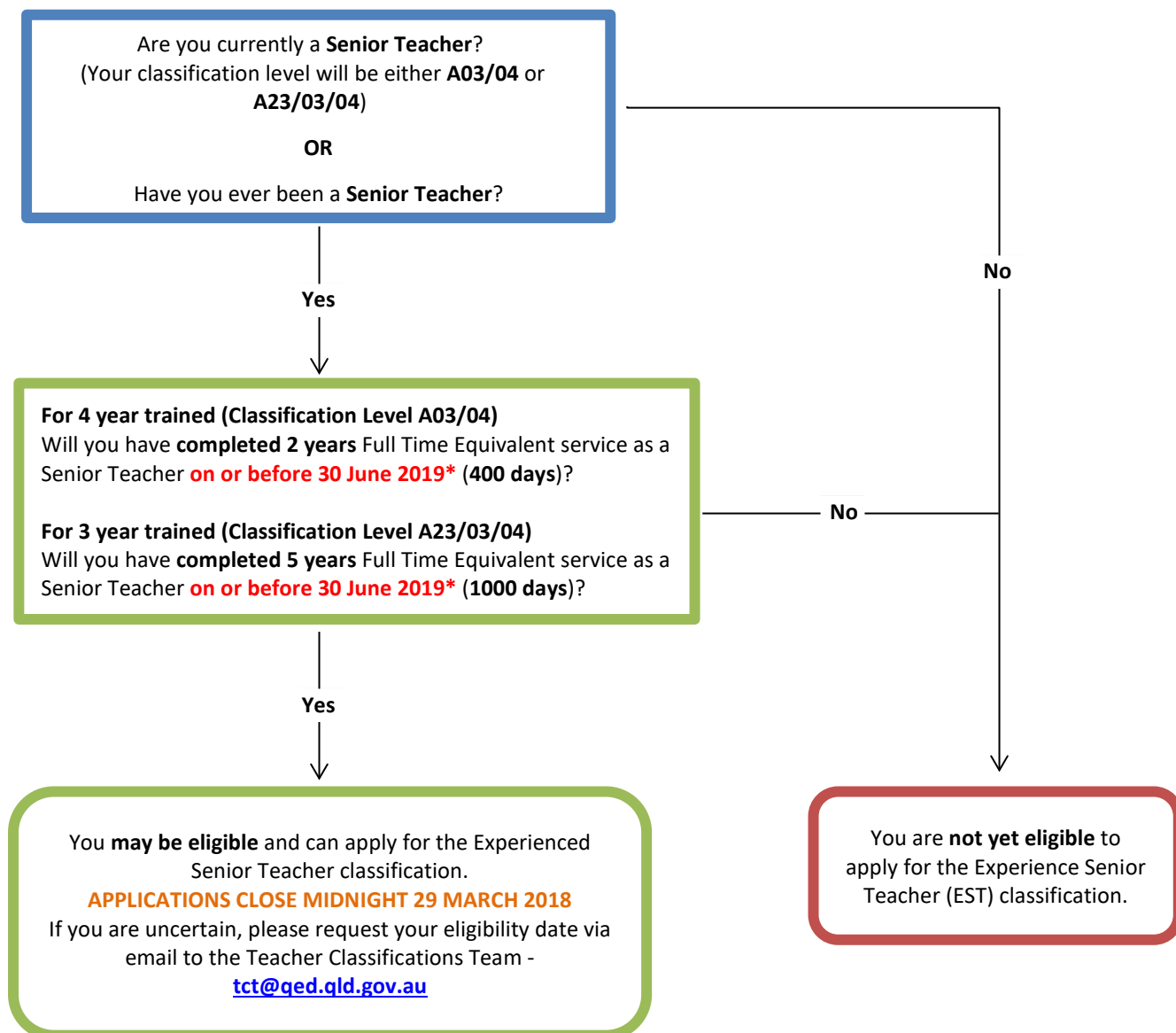
### 1. What is the purpose of Experienced Senior Teacher (EST) Process?

The purpose of the Experienced Senior Teacher (EST) classification is to recognise and reward Senior Teachers with two (2) or more years' satisfactory service (or in the case of a three (3) year trained teacher in their fifth (5) year (or more) of service as a Senior Teacher) and to attract and retain teachers in the classroom through an enhanced classification structure.

### 2. Who is eligible to apply for the Experienced Senior Teacher (EST) classification?

Please use the flow chart below as a guide to identify if you are eligible to apply for the Experienced Senior Teacher (EST) classification. Please note the eligibility cut-off date for this process is 30 June 2019\*.

**\*If you meet the eligibility criteria below and wish to be considered within the 2019 EST Recruitment Process you must submit an online application prior to midnight 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](mailto:tct@qed.qld.gov.au) to seek a review.

All applicants must be currently employed (full or part-time) with the Department of Education as a Senior Teacher with a classification of either A0304 or A2303 or A2304 and be registered with the Queensland College of Teachers (QCT). Applicants must also meet any mandatory requirements outlined in the role description. If you are unsure of your current classification, it is displayed under Employee Details on your payslip.

Teachers who have completed their second (2) year of full time equivalent service as a Senior Teacher {or in the case of a three year trained teacher have fifth (5)} or more years of full time equivalent service as a Senior Teacher as at 30 June 2019 are eligible to apply. The Experienced Senior Teacher (EST) classification will be backdated to the date upon which they became eligible between 1 July 2018 and 30 June 2019.

Unsuccessful applicants from previous processes are entitled to reapply in this round and, if successful, the Experienced Senior Teacher (EST) classification will be paid from 1 July 2018.

Applicants who were entitled to apply in previous rounds but did not, are eligible to apply in this round. If successful, the Experienced Senior Teacher (EST) classification will not be backdated prior to 1 July 2018, regardless of the date at which the teacher became eligible.

### 3. Does a quota apply to the new Experienced Senior Teacher (EST) classification?

No, the recruitment and selection process is **merit based**. The total number of successful applicants is determined on the basis of those eligible Senior Teachers applicants who **meet or exceed the selection criteria** rather than a quota being applied to the pool of applicants.

### 4. Can contract (temporary) teachers access the new Experienced Senior Teacher (EST) classification?

Yes, temporary teachers can access the Experienced Senior Teacher (EST) classification provided they meet the eligibility criteria of at least two (2) years' full time equivalent satisfactory service as a Senior Teacher for teachers who are four (4) year trained or a total of at least five (5) years' full time equivalent satisfactory service as Senior Teacher for three (3) year trained teachers and are in ongoing employment with the Department at the date they become eligible to apply.

### 5. My substantive classification is that of Senior Teacher, but I have been undertaking higher duties in a classified teacher role (Head of Program or School Leader). Does my service as a classified teacher count towards total satisfactory service as a Senior Teacher?

Yes, periods of satisfactory service as a school based classified teacher is counted as Senior Teacher service for the purpose of determining eligibility for the Experienced Senior Teacher (EST) classification. Additionally the total service with the Department of Education as a classroom teacher and a classified officer in the case of a four (4) year trained Senior Teacher must be no less than eleven (11) years and in the case of a three (3) year trained senior teacher no less than fourteen (14) years.

### 6. How is service calculated for the purpose of determining my eligibility for the Experienced Senior Teacher (EST) classification?

Total service as a Senior Teacher with the Department of Education excluding breaks due to unpaid leave or alternative employment (with the exception of a classified teaching position), must be satisfactory for a total of two (2) years full time equivalent for a four year trained teacher or a total of five (5) years full time equivalent for a three (3) year trained teacher to be eligible to apply for the Experienced Senior Teacher (EST) classification.

**7. If I have taken a long period of unpaid leave, will this affect my eligibility for the Experienced Senior Teacher (EST) classification?**

It could. This means it will take you longer to build up the service requirement for eligibility. For example if you have been a Senior Teacher for two (2) years but have significant unpaid leave during that time, you might be required to complete further service to be considered eligible. (Explanation: to reflect the range of service recognised when taking unpaid leave as per Leave Without Salary Credited Directive No. 7/08)

**8. Can I apply for the Experienced Senior Teacher (EST) classification if I am part-time?**

Yes. However, you must keep in mind that your part time service needs to be equivalent to two (2) years' full-time service for a four (4) year trained teacher or five (5) years' full-time service for a three (3) year trained teacher. For example, a four (4) year trained teacher working 0.5 FTE, then you would need to have four (4) years of service to be eligible.

**9. If I have been undergoing a Managing Unsatisfactory Performance (MUP) process, can I still apply for the Experienced Senior Teacher (EST) classification if I am eligible?**

Yes. Applicants are to be advised that should the panel recommend them as suitable for the Experienced Senior Teacher (EST) classification, they would not receive payment until the MUP had been finalised and the outcome confirmed they would be continuing as an employee of the Department.

If the outcome of the MUP was that the employment was terminated, any payment for accrued leave would be made at the Senior Teacher (substantive classification) rate even if a panel had determined them suitable for Experienced Senior Teacher (EST) classification.

**10. I understand my records may indicate that I am a three (3) year trained teacher, but I believe I should be recognised as a four (4) year trained teacher as I have undergone further study, what do I do?**

Contact the payroll Teachers Classification team in central office using the following email – [tct@ged.qld.gov.au](mailto:tct@ged.qld.gov.au). For the Teacher Classification team to process your request you will need to provide written documentation for sighting – usually your certificate/degree is sufficient. The Teacher Classifications team will then update your TSS records to reflect your qualifications. If you do not provide this evidence, we cannot recognise your further studies to qualify you as a four (4) year trained teacher.

**11. Can my service in another state/country/non-government school/TAFE be counted towards Experienced Senior Teacher eligibility?**

No, you must have completed all the appropriate years of service as a Senior Teacher in a Queensland State School. Under certain conditions you may be eligible to apply, if you are a new employee to the department who has gained Senior Teacher status. Any experience must be within a recognised education institution from within Australia.

**12. I am an Instrumental Music Instructor. Can I apply for the Experienced Senior Teacher (EST) classification?**

No, Instrumental Music Instructors (not teacher qualified) are not eligible under the relevant Certified Agreement to be appointed to this level. Only employees with a teacher's registration who are employed to deliver the instrumental music program as an Instrumental Music Teacher are eligible to apply for Experienced Senior Teacher (EST) classification.

Should you have any questions regarding your employment arrangement you are encouraged to clarify your individual situation with your Regional Instrumental Music Coordinator.

**13. Can I apply this round if I became eligible for the Experienced Senior Teacher (EST) classification in a previous round but did not apply, or I was unsuccessful?**

Unsuccessful applicants from previous processes are entitled to reapply in this round and, if successful, the Experienced Senior Teacher (EST) classification will be paid from 1 July 2018.

Applicants who were entitled to apply in previous rounds but did not, are eligible to apply in this round. If successful, the Experienced Senior Teacher (EST) classification will not be backdated prior to 1 July 2018, regardless of the date at which the teacher became eligible.

**14. Can I submit my application in this round if I become eligible for the Experienced Senior Teacher (EST) classification after 1 July 2019?**

No, this Experienced Senior Teacher (EST) recruitment and selection round is only used to capture applicants who are eligible between **1 July 2018** and **30 June 2019**.

**15. How will Senior Teachers be able to access the Experienced Senior Teacher (EST) classification stream?**

Senior Teachers have the opportunity to apply for the Experienced Senior Teacher (EST) classification online. This year the Experienced Senior Teacher (EST) recruitment and selection process has been scheduled to be advertised on the [Smart Jobs and Careers](#) website on **Friday 22 February 2019**.

**16. How will I know what Job Reference to apply to?**

The Job Advertisement Reference you apply under will depend on which regional location your base school is located within. More information will be supplied through OnePortal bulletin boards regarding Job Ad Reference Numbers and key timeline dates.

**17. How do I apply for the Experienced Senior Teacher (EST) classification?**

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. Firstly navigate to the 2019 Experienced Senior Teacher advertisement for your specific region by searching for Experienced Senior Teacher in the keyword field on the Smart Jobs and Careers website Search page.

Applicants should ensure that they carefully read the advertisement, the attached role description, applicant information package and application template documents before completing their application. All attachments will be available at the bottom of the advertisement to download once the advertisement goes live.

To prepare your application, you must include the following; Response to Selection Criteria which includes Supervisor's Verification against each criteria. A template can be found as an attachment at the bottom of the advertisement called "Application Template for 2019 Experienced Senior Teacher". Response to the Selection Criteria should be font size - Arial 10 and should not go over 200-250 words for each key area. Please also note when submitting your application Smart Jobs will only allow applicants to attach a maximum of three (3) documents and these attachments cannot exceed a size of 2MB per document.

Once you have completed your application and your supervisor has verified each criteria, you will need to scan your Experienced Senior Teacher (EST) Application so it can be submitted electronically; alternatively if the supervisor has attached an electronic signature, scanning isn't required. The requested files should be saved as a word document or PDF. Applicants are then required to fill out the Smart Jobs online application form for the appropriate job reference and upload the completed "Application Template for 2019 Experienced Senior Teacher" document and submit.

When submitting your application, please ensure you apply to the correct Job ad Reference number. Use the submit application button when you are ready to submit your application. Please note that when you have submitted your application online, you will receive an automated response to advise you that your application has been received.

If you experience a fault whilst lodging your application, please contact the Application Processing Officers on [\(07\) 3055 2917](tel:0730552917) during business hours (8am – 5pm, Monday through to Friday).

**18. How will panels be formed?**

Each panel will consist of a

- **Principal** (or nominee) that has been nominated by the region,
- an **Education Queensland representative** that has been nominated by the region and
- a **Queensland Teachers' Union (QTU) representative**.

Panel members may be required to go offline to undertake the selection process. Where applicable, those panel members who are ordinarily in front of a classroom may be replaced during this time with casual supply teachers at the daily Teacher Relief Scheme (TRS) rate. **Please Note:** Principals from schools within one region will not be included in a panel considering applicants from the same region.

#### 19. How do panels determine successful applicants?

As this is a merit based process, panels will group applications into three categories. The three categories are as followed;

- **Category A** – Approved
- **Category B** – Additional Information Required
- **Category C** – Not Approved

#### 20. What happens after Panels have completed categorising applications and made recommendation?

Further information is sought where required and then a random selection of applications from each region and category is made and provided to a moderation panel. **Please note:** There will *not* be interviews conducted for this process. However if a panel does decide that further information is required, then they can either request a Curriculum Vitae or discuss via telephone.

#### 21. How will the moderation panel be formed?

There will be one (1) state-wide moderation panel determined by the Department of Education. This panel will consist of an Education Queensland representative and a Queensland Teachers' Union (QTU) representative.

#### 22. What is the purpose of applications going to moderation?

By having a panel consider random applications from each category, we can ascertain that applications have been considered fairly and in accordance with parameters set down by the Department of Education.

#### 23. When and how will I know whether or not I have been successful in obtaining the Experienced Senior Teacher (EST) classification?

It is anticipated that applicants will be advised via electronic correspondence of the outcome of this process by **Friday, 28 June 2019**. Please note this date is subject to change depending on volume of applications and work commitments of the moderation panel.

#### 24. When will payment be made to successful applicants?

Payment to the newly classified Experienced Senior Teachers (EST) will be made as soon as possible after the recruitment and selection process has been completed and finalised.

#### 25. Will the Experienced Senior Teacher (EST) process be run each year?

Yes. If you become eligible for the Experienced Senior Teacher (EST) Classification **after 1 July 2019** you will need to wait to apply in the 2020 round. The details of this will be provided early in 2019.

#### 26. Can I submit an appeal the Experienced Senior Teacher (EST) recruitment and selection process?

The Experienced Senior Teacher (EST) process is exempt from appeal. Employees are able to lodge a complaint in line with the [Managing Employee Complaints Procedure](#). However, unsuccessful applicants are encouraged to contact the panel chair for feedback on their application.