



Experienced senior teacher and experienced senior teacher 2

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Background

Experienced senior teacher (EST) and experienced senior teacher 2 (EST2) conditions are set out in the Teaching in State Education Award – State 2016, while current pay levels and streamlined application processes are set out in the Department of Education State School Teachers' Certified Agreement 2022.

EST eligibility

The EST increment is available to any teacher with two or more years' satisfactory service as a senior teacher or senior instrumental music teacher. Since the commencement of the 2019 agreement, the EST increment has also been available to:

- a) any senior instrumental music instructor with five or more years of satisfactory service at that increment
- b) newly appointed employees from other education authorities (e.g. interstate or other sectors) who meet all of the following criteria:
 - i) relevant satisfactory service with a recognised employing authority
 - ii) completion of the process as required
 - iii) the application and performance are verified in writing by the school principal or relevant recognised employing authority in the other jurisdiction
 - iv) the application and performance information are verified in writing by the school principal (or nominee) of the department to confirm the teacher meets the requirements of the EST level.

Applications can now be submitted each term.

Please note: Any unpaid leave 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 increment team via email (RecruitmentTeaching@qed.qld.gov.au) including your full name and seven-digit employee ID number.

EST2 eligibility

What are the eligibility criteria for progression to the EST2 increment?

In accordance with the Department of Education State School Teachers Certified Agreement 2022, the eligibility requirements for EST2 are:

- three years' service as an experienced senior teacher (EST1)
- an annual performance review (APR) discussion that has occurred between the employee and supervisor using the [Australian Institute of School Leadership \(AITSL\) Highly Accomplished Teacher \(HAT\) Competences](#) to inform the APR discussion.

Application process – EST

An eligible employee can apply for the EST increment by completing the experienced senior teacher declaration form (EST declaration form), available from the experienced senior teacher OnePortal page and the experienced senior teacher application form (application form), available from the services catalogue online (SCO).

The completed forms, along with all relevant attachments, must be submitted through the SCO to HR services for processing.

Eligible employees can apply from the date they become eligible, or within the school term in which they will become eligible. Successful applications will be backdated to the date the application was submitted by the applicant, or the date the applicant became eligible for EST (whichever is later).

Once submitted, EST applications which meet the service requirements will be assessed by the applicant's current school principal.

As per the department flowchart, the application is processed by HR before being sent to the principal for approval. Principals have a limited time to approve an application (20 days). If no action is taken within this time, an automatic response is generated and sent to the applicant to advise them that no action has been taken. Members may also wish to email their principal directly to draw their attention to the fact that the application has been

submitted online and that they should expect an email *requiring action* from ServiceNow.

If an application is not approved by the applicant's current school principal at the local level, then it will progress to the statewide moderation panel, which will convene at the end of each term to review applications that have been declined, as well as 5 per cent of all approved applications to ensure consistency. This panel will be comprised of a principal, representing the department, and a QTU representative.

Teachers who have been employed in a reduced fraction and have achieved the two-year service requirement at ST prior to 1 January 2022

On 28 June 2022 the Teaching in State Education Award – State 2016 (Teachers' Award) was varied to include the following changes to EST:

- amendments to the service eligibility requirements for EST to reflect years of service irrespective of fraction; and
- application of the same EST criteria to permanent and temporary teachers.

As a result there are a significant number of teachers who are now eligible for EST regardless of the fraction in which they have been employed. The QTU negotiated with the Department to develop a process to recognise and backpay and eligible teachers.

The following process applies to eligible teachers:

- 28 November 2022- eligible teachers notified and provided the opportunity to decline the offer,
- 28 November 2022- principals notified of eligible teachers at the school site and required to identify any teachers undergoing a formal performance process
- Pay period ending 12 March 2023- backdating of eligible pay and new anniversary date of 1 January 2022 will be applied
- 15 September 2023- APR must be completed by this date.

If you have further queries you can email HRAdvisoryServices@qed.qld.gov.au.

Application process – EST2

Teachers will be notified of their eligibility for EST2 in the term preceding their eligibility. Information regarding how to apply will be included in the service eligibility notification.

Teachers who have questions relating to their eligibility should email the department at recruitmentteaching@qed.qld.gov.au

Teachers who have been employed in a reduced fraction and have achieved the three-year service requirement at EST prior to 1 January 2022

On 28 June 2022 the Teaching in State Education Award – State 2016 (Teachers' Award) was varied to include the following changes to EST:

- amendments to the service eligibility requirements for EST2 to reflect years of service irrespective of fraction; and
- application of the same EST2 criteria to permanent and temporary teachers.

Teachers who are eligible under the varied Teachers' Award will be identified through the current EST2 process. Eligible teachers under this process are advised to ensure that the eligibility date is changed to reflect their new anniversary and that they receive any backpay entitlement once they are identified through the EST2 process.

Recognition and payment

Applicants will be notified of the outcome of their application. The increment change will appear on their pay slip.

Members who have a concern about the timeframe after being notified of a successful outcome should contact their regional payroll office.

Annual performance review

The application for EST and EST2 increment requires a copy of the most recently completed annual performance review (APR).

This might be the one from the current calendar year or from the previous year. The APR can be used from the year prior provided it has been completed within the past 12 months and is the most recent APR.

A completed APR is one that has identified strengths and set goals and how they will be achieved, as well as incorporating the signature of the line manager verifying the completion of the document to the review stage.

It is not necessary for the review phase to be completed on the APR that is being used for the EST application. The process of the APR is a cycle, so in keeping with the validity of this process, the review should be completed as it would normally occur in the process at the school.

EST2 requires the use of HAT competencies to inform the APR discussion. Eligible employees are not expected to recommence their performance discussion if there is already a current APR in place, i.e. within the past 12 months. If the eligible employee's performance has been assessed as satisfactory through the APR discussion, the eligible employee can be approved to progress to EST2, regardless of whether the HAT competencies were used to inform the discussion. However, it is expected that the [HAT competencies](#) will form the basis of any future APR discussions between the eligible teacher and their supervisor, at any phase of the APR cycle.

Additionally, note there is no requirement for an APR to contain a goal to align to the HAT focus areas and standard descriptors to be classified as EST2.

Additional undertaking

Additional duties are not required to progress to the EST or the EST2 increment. EST and EST2 are designed as recognition of service and performance at the senior teacher increment, where teachers are required to complete an undertaking and personal action plan.

Appeals

The experienced senior teacher and experienced senior teacher 2 processes are exempt from appeal.

In the first instance, teachers are encouraged to discuss an unfavourable outcome with their principal or HR as appropriate.

If an eligible teacher's unacceptable work performance has been identified as a reason for the non-approval of progression to EST2, there must be documented evidence that the performance gap has been raised and discussed, and the teacher has been offered appropriate support and a reasonable period of time to self-correct. However, unsuccessful applicants can have their application reviewed by a panel.

All non-approvals based on performance will be moderated by HR and the Queensland Teachers' Union (QTU).

More information

To request additional support/information, please email recruitmentteaching@qed.qld.gov.au with your request and a member of the HR team will be in touch.

Union assistance

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 EST and/or EST2 Guidelines available on OnePortal. Further information is available on the QTU website.
- Discuss the matter with your principal.
- 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/advice form on the QTU website, or by contacting the Union directly.