# ADVICE FOR TEACHERS APPLYING TO THE HEAD TEACHER QUALIFICATIONS COMMITTEE

**FOR AN ASSESSMENT OF THE EQUIVALENCE OF THEIR TRAINING, SKILLS AND EXPERIENCE FOR ELIGIBILITY AS A HEAD TEACHER**

Applicants for head teacher positions who do not satisfy the eligibility requirements based on their academic qualifications can apply to have their eligibility determined on an assessment of equivalence.

**All applications for an assessment of equivalence should be submitted to the Director, School Recruitment and** [**Placement via email to: additional.approval**](mailto:Placement%20via%20email%20to:%20additional.approval)**@det.nsw.edu.au.** Please clearly identify your email in the subject line as: **Head Teacher Qualifications Committee assessment.** The application will be reviewed by Teacher Approvals and the application will be referred to the Head Teacher Qualifications Committee, who will assess the application and make recommendations to the Director regarding the eligibility of the applicant.

The role of the Head Teacher Qualifications Committee includes determining whether the training, skills and experience of a teacher whose qualifications do not meet the eligibility requirements, are the equivalent of the academic requirements set out in Section 2.1 of *Eligibility Requirements for Head Teacher Positions in NSW Government Schools*, and making recommendations to the Director, School Recruitment and Placement, on the eligibility of the applicants.

This document can be found with the [Head Teacher Eligibility Requirements Policy](https://education.nsw.gov.au/policy-library/policies/pd-2005-0275).

In making this assessment, the committee will have regard for the following areas that are listed in the *Eligibility Requirements for Head Teacher Positions in NSW Government Schools*. Following each area is some advice from the committee about how best to address these in your application. It is not necessary for you to be able to address each of these areas in order to be successful, but you are advised to address as many as you can.

# Tertiary academic studies

You should provide a transcript from the institution you attended, and highlight the subjects you believe will have a bearing on assessing their equivalence.

# Teaching methodology studies

Again, you should provide a transcript, highlighting the relevant courses.

# Teaching experiences

You should include reference to teaching any subject that relates to the faculty area for which you are applying. You should list the subjects, specific levels taught (eg. Year 8, Year 11 Preliminary, Year 12 HSC etc) and the years you have taught the subject (eg. 4 years, 2000-2004), over the last 5-10 years. You may demonstrate your experience as in the following example:

|  |  |  |
| --- | --- | --- |
| **Course** | **Years Taught** | **Total Years** |
| English 7-8 | 2000-2014 | 14 |
| English 9-10 | 2000-2014 | etc |
| History 7-8 | 2000, 2003, 2004, 2005 |  |
| History 9-10 | 2000, 2002, 2004, 2005 |  |
| Geography 7-8 | 2003, 2004 |  |
| Drama 9-10 | 2000, 2002, 2005-2009 |  |
| Standard English Preliminary (Yr11) Standard English HSC (Yr12) | 2001-2002  2002-2003 |  |
| Advanced English ( Year 11)  Advanced English ( Year 12) | 2003-2013  2004-2014 |  |
| English Ext 1 ( Year 11)  English Ext 1 ( Year 12) | 2005-2013  2006-2014 |  |

# TAFE courses/certificates/diplomas

You should provide transcripts detailing subjects studies and, where possible, a copy of your certificate/diploma.

# Departmental courses

You should present some evidence, such as a certificate, of courses you attended to your principal and, where appropriate, a brief outline of what was covered in the course that relates to the head teacher category for which you are applying. If your principal verifies the courses attended after sighting relevant documentation, there is no need to attach certificates of attendance for each course.

# Membership of NSW Education Standards Authority (NESA) examination/syllabus committees

You should provide some documentary evidence of this and the period in which you were a member.

# Participation in School Certificate or HSC marking

You should list the courses marked and the period of time for which you marked them.

# Other professional development

You should list anything you think might be relevant, including any documentation that might assist the committee in determining that relevance. Included could be, for example, membership of professional associations, NESA curriculum committees, regional project teams, supervision of student teachers, mentoring roles.

* **Formal advice from a tertiary institution in terms of any advanced standing it would grant** You may have completed some courses, e.g. TAFE courses that a university has determined to be the equivalent of a year or two of tertiary study, for which the university is prepared to grant advanced standing for the completion of a degree. You may not have completed the university course, but if advanced standing was granted, then these studies may be considered by the committee to be the equivalent of a year or more of academic study in the relevant area. You would have to produce evidence of the university’s granting of advanced standing.

**It is most important that any information supplied about teaching experience, professional development, particularly departmental courses for which you have no other evidence, is verified by your principal. Each page of your application must be signed and dated by your principal. The principal should also include a brief supporting statement.**

Should you require further information regarding assessment of equivalence for head teacher eligibility please contact Teacher Approvals on phone number 1300 300 498 or via email at [additional.approval@det.nsw.edu.au](mailto:teacherrecruitment@det.nsw.edu.au) **.**

Following is a **sample application** to assist with the preparation of your application to the Head Teacher Qualifications Committee.

# SAMPLE HTQC APPLICATION

Name

Home address (Street) (SUBURB STATE P/Code)

Employee ID: Email Address:

Contact phone number:

**Director, School Recruitment and Placement**

**Chair, Head Teachers Qualifications Committee**

Dear (name)

I wish to apply to the Head Teachers Qualifications Committee to have my eligibility to apply for a head teacher, (*subject/area of responsibility)* assessed.

My tertiary studies include (*list qualifications relevant to this application and attach a transcript, clearly indicating courses you believe are relevant to your subject area/area of responsibility*)

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

I have teaching experience in (*subjects/area of responsibility)* at (*list schools and dates of appointment*).





A summary of my teaching experience is listed below.

# Example 1:

**In this example the applicant is seeking eligibility for head teacher English based on equivalence.**

The applicant does not have a major study pattern in his/her English degree.

# Permanent employment

|  |  |  |
| --- | --- | --- |
| **Course** | **Years Taught** | **Total Years** |
| English 7-8 | 2000-2014 | **14+** |
| English 9-10 | 2000-2014 | **14+** |
| Drama 9-10 | 2001, 2002, 2005,  2006 | **4** |
| 2U Standard English Preliminary (Yr 11)\* 2U Standard English HSC (Yr 12) | 2001  2002 | **1**  **1** |
| 2U Advanced English (Yr 11)\*  2U Advanced English (Yr 12) | 2003-2008  2004-2009 | **6**  **6** |
| English Extension 1 ( Year 11)\* English Extension 1 ( Year 12)  English Extension 11 | 2009-2012  2010-2013  2014 | **4**  **4** |

**\****Clearly separate Year 11 and Year 12.*

# Temporary and Casual Work

If applicable you should include details of relevant blocks of temporary and casual work, including number of terms. Calculate the pro-rata full time equivalent.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Years Taught** | **Total terms or years**  **(pro rata)** | **School** |
| English 7-8 | 1998 | 2 terms | Havenlee HS |
| English 9-10 | 1999 | 3 terms | Seaside HS |
| Drama 9-10 | 1999 | 3 terms | Seaside HS |

# Example 2: For teachers applying for Special Education (SSE)

NOTE: If you do not have Special Education academic qualifications and are primary trained, or if you have K-12 special education qualifications but have not completed a secondary method, you will need to demonstrate experience in a secondary setting. Please add any secondary subjects you have taught, whether they are/are not special education, as teaching any subject at a secondary level may provide equivalence in a secondary method.

**A summary of my teaching experience is listed below** – *example only.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Students Taught** | **Age**  **Range of Students** | **Years Taught** | **No of Classes\*** | **No of Students\*** | **Subject (other**  **secondary only)** | **Fulltime,**  **Temporary or Casual** | **Total**  **Years (pro-rata)** |
| Autism | 12-13  13-14  12-13  13-14 | 2010  2011  2012  2013 | 1 class each year | 10  9  11  8 | English Maths Science HSIE | Full time Permanent | 4 |
| Behaviour Difficulties |  |  |  |  |  |  |  |
| Mild Intellectual Behaviour |  |  |  |  |  |  |  |
| Moderate Intellectual Behaviour |  |  |  |  |  |  |  |
| Physical Disability |  |  |  |  |  |  |  |
| Severe Intellectual Disability |  |  |  |  |  |  |  |
| Emotional Disturbance |  |  |  |  |  |  |  |
| Life Skills |  |  |  |  |  |  |  |
| Other Secondary teaching subjects (e.g Maths 7-10) |  |  |  |  |  |  |  |

*\*Please clearly state the number of classes and the number of students in each category for each year*

My participation in School Certificate marking includes:

|  |  |
| --- | --- |
| **Exam** | **Years Marked** |
| School Certificate | 1996-1998 |

My participation in HSC marking is listed below:

|  |  |
| --- | --- |
| **Exam** | **Years Marked** |
| 2U English Standard paper 2 – Module B | 2005, 2006, 2009 |
| 2U English Advanced paper 2 – Module B | 2007, 2008,2013 |

I have been involved in ongoing professional development related to (*subject/KLA*). For example/including:

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

I have delivered/provided professional development related to *(subject/KLA)*. For example/including:





I am a member of the following professional association/s:





# Additional Information:

Eg,

* I have supervised student teachers in (*subject*) practicum and have acted in a relieving (*subject/area of responsibility)* head teacher capacity from (*date*) to (*date*)
* I have been a member of the NSW Education Standards Authority (NESA) HSC English Examination Committee from 2010-2011 inclusive

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# The Principal has verified my teaching and professional experiences and application.

***(****Please include signed principal verification below, initialling of each page of this application and attach a supporting statement.)*

Yours faithfully

(Your name, signature, date)

**Principal verification of the contents of this application** (*please also initial each page)***:**

Principal Name:

Signature:

Date:

# Principal supporting statement attached.