

**Schedule 18 - Teacher (School)**

**ACT TEACHING SERVICE**

**POSITION CLASSIFICATION STANDARDS  
DEPARTMENT OF EDUCATION**

**TEACHER**

**DEFINITION**

A teacher is an officer or employee engaged under the Public Sector Management Act 1994 to perform duties which require the possession of professional teaching or other acceptable qualifications as set out in the Act.

**FEATURES**

Teaching duties involve the application of professional knowledge and understanding of principles and practices gained through study, training and experience; activities associated with the operation of schools; and related planning, control and supervision of these activities. Teaching duties are allocated as a consequence of a staffing formula which is largely based on the number of students enrolled in the school.

Teaching duties are defined as including:

1. The administration of a school.
2. Teaching and other duties or other services provided at a school.
3. The supervision of people engaged in teaching duties.
4. Participation in peer assessment programs.

**TEACHER LEVEL 1**

**Definition**

Under policy direction perform teaching duties and administrative tasks concerned with the operation of a school or a unit of the Department of Education.

**Features**

The Level 1 teacher is expected to perform teaching duties in a school or specialised unit of the Department and accept responsibility for the provision of general administrative support to Level 2 teachers.

**Typical Duties**

**Schedule 18 - Teacher (School)**

1. Take responsibility within the general policies of the Department and the School Board for the education, supervision and guidance of individuals and groups in a school.
2. Undertake an appropriate teaching role.
3. Provide and/or oversight learning programs in various learning areas or subject disciplines to individual students or groups.
4. Frame, seek accreditation for, and evaluate curriculum programs.
5. Consult with and advise parents as appropriate on individual students.
6. Assist in the development, evaluation and assessment of the work of teachers including beginning teachers.
7. Act, when elected, as a member of the school board.
8. Direct and coordinate, as necessary, the work of school support staff.
9. Undertake, as appropriate to the teacher's qualifications and experience, and consistent with the maintenance of a reasonable overall workload, the provision of general administrative support within the school or unit.

**TEACHER LEVEL 2**

**Definition**

Under broad policy direction perform teaching duties, serve as a principal of a primary school of defines size or specialist adviser in a unit of the Department of Education.

**Features**

The Level 2 teacher is expected to perform a range of teaching tasks in a school or specialised unit of the Department, accept responsibility for the provision of advice to principals and provide general administrative support across a number of faculties or departments or throughout the school.

Level 2 teachers are required to assist, coordinate and supervise Level 1 teachers in teaching methods, policies and curriculum design.

A Level 1 teacher may be a technical adviser in a unit of the Department of Education or a principal of a designated school.

**Typical duties**

1. Undertake an appropriate teaching load.

**Schedule 18 - Teacher (School)**

2. Provide leadership on specified matters across a number of faculties or departments.
3. Provide teaching programs and perform an administrative load as a senior teacher and head of a school of defined size or a unit of the Department of Education.
4. Undertake a leadership role with Level 1 beginning teachers.
5. Consult with, advise upon, coordinate and supervise the teaching duties of Level 1 teachers.
6. Responsible for designing, seeking accreditation, implementing and evaluating curricula.
7. Consult with Level 1 teachers and coordinate their advice in the preparation of programs and policies for presentation to the Principal, School Board and Department of Education, as appropriate.
8. Undertake other duties including administrative duties within the school or unit as required, consistent with qualifications, experience, and maintenance of a reasonable overall workload.

**TEACHER LEVEL 3  
(DEPUTY PRINCIPAL 1 AND 2)**

Definition

Under broad policy control and direction is a deputy principal of a school.

Features

Deputy principal of a school

Typical duties

1. Responsible for, as second in charge of a school, for Department and School Board policies, for the educational and administrative operations of a school and the education and welfare of students.
2. Deputise for the principal as required.
3. Provide assistance to the School Board as executive assistant to the principal for advice and assistance in implementing legislative powers of the Board.
4. Provide leadership, advice and supervision of all school staff in carrying out school programs.

**Schedule 18 - Teacher (School)**

5. Participate with Departmental officers in assessing, planning, implementing and evaluating educational developments and community needs as needed.
6. Advise, counsel and facilitate staff in the assessment of professional skills.

**TEACHER LEVEL 4**

**Definition**

Under broad policy control and direction is principal of a school, or section head.

**Features**

Principal of a school or section head in Central Office of the Department of Education.

**Typical duties**

1. Responsible for the provision of professional leadership and management of a school or section consistent with Department and School Board policies, including management of human, financial and physical resources of the school or section.
2. Provide leadership, assistance and advice to the School Board in implementing legislative powers of the Board.
3. Responsible for a well developed education philosophy which is relevant to implementation of policies and curriculum which reflect the needs of the school community.
4. Responsible for positive communication and negotiation which provides motivation and continued development benefits to both staff and students.
5. Maintenance of personal professional development relevant to educational leadership which supports the work of the school.

**Schedule 18 - Teacher (School)**

**TEACHER LEVEL 5  
EXECUTIVE DIRECTOR OF SCHOOL DISTRICT**

**Definition**

Within Departmental policies and programs, is responsible for the implementation of education services within a school district and for the management of an administrative unit in the Central Office of the Department of Education. Is required to facilitate the development and implementation of efficient school operations and to exercise management responsibilities for Departmental activities coordinated cross schools.

**Features**

An officer at this level will have a high degree of knowledge , experience and capacity in education at the primary, secondary or early childhood education levels, as appropriate. The officer will be required to inform and advise the Secretary of the Department of Education on school matters and provide assistance and advice in the development and implementation of Departmental policy and procedures.

**Typical duties**

1. Assist principals and work to coordinate schools in the maintenance of high-quality educational programs and services.
2. Communicate and interpret Departmental policies to schools and advise upon their implementation.
3. Represent views of the school community to the Secretary and executive of the Department of Education.
4. Oversight the professional development of principals on a district basis.
5. Direct and control the activities of an education unit in the office having system wide functions.
6. Perform other duties as directed by the Secretary consistent with qualifications, experience and the maintenance of an overall workload.

**Schedule 18 - Teacher (School)**