TEACHERS’ PROFESSIONAL EXCHANGE PROGRAM

GUIDELINES 2014 -2015

People and Services
School Recruitment,
People and Careers
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TEACHERS’ PROFESSIONAL EXCHANGE PROGRAM 2014 - 2015

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1. INTRODUCTION

The Teachers’ Professional Exchange Program enables permanent classroom teachers and executive staff other than principals in NSW government schools (including permanent part time teachers and teachers on part time leave without pay) to gain new skills, experiences and professional understandings by working in a different school setting for a set period of one school year.

2. PROGRAM OUTLINE

The exchange occurs between teachers at the same position level. For example, classroom teachers will exchange with classroom teachers with the same or similar subject/teaching area accreditation, and assistant principals will exchange with assistant principals.

Permanent part time teachers will exchange with other permanent part time teachers working the same number of hours and days per week.

Teachers require the endorsement of their principal and Director of Public Schools, NSW to participate in the Program.

The teacher exchange year is for one school year which commences on day 1, term 1 and finishes on the last day of term 4. The exchange cannot be extended.
Eligible teachers and executive staff other than principals need to discuss the proposed exchange with their principals during the year preceding the exchange.

The application form needs to be completed by the teachers, their principals and the Director of Public Schools, NSW and returned to School Recruitment, People and Careers, during term 4 of the year before the exchange.

If teachers are proposing to move across more than one principals network group, both Directors of Public Schools, NSW need to endorse the application form.

3. ELIGIBILITY

Executive staff and classroom teachers other than principal are eligible to participate in the Program provided they:

- are permanent (including permanent part time teachers and teachers on part time leave without pay); and
- have been at their current school for three years or more, or two years for teachers in remote country areas (Broken Hill, Deniliquin, Dubbo, Griffith and Moree School Education Groups).

New scheme teachers applying for professional exchange must have already achieved accreditation at Professional Competence with the NSW Institute of Teachers.

Teachers are not eligible to participate in the Program if they:

- have been identified as experiencing difficulties with their teaching performance;
- are currently subject to disciplinary procedures;
- have a current workers compensation claim and have not yet returned to full pre-injury duties;
- are planning to take extended leave or leave without pay for all or part of the teacher exchange year; or
- are taking their deferred salary leave year during the year proposed for the teacher exchange.

Principals are encouraged to consider requests for endorsement of expressions of interest favourably wherever possible.

In making this decision, principals need to consider the professional development benefits for the teacher whilst taking into consideration the school’s staffing
requirements in relation to the school curriculum and students’ needs. Principals are responsible for endorsing or not endorsing teachers’ expressions of interest to participate in the Program.

4. ARRANGING THE EXCHANGE

The exchange is arranged as follows:

- Teachers interested in participating in the Program seek the endorsement of their principal.
- Teachers identify an appropriate colleague teacher with whom to exchange.
- The principal endorses or does not endorse the expression of interest. If the principal does not endorse the expression of interest, they are to provide reasons to the teacher why they have not done so.
- Principals consider possible exchanges in consultation with the principal at the other relevant school and with their Director of Public Schools, NSW. If more than one principal network group is involved, both Directors will be involved in the consultation.
- Teachers complete and forward the application form to principals and Directors.
- When agreed to by the principals at both schools and the Directors of Public Schools, teachers will be advised that an exchange has been approved.
- Teachers will also be advised if they have not been approved for the exchange by their principal.
- The completed application form will be forwarded to School Recruitment, People and Careers for action.

5. CONDITIONS

Teachers will retain the right of return to their substantive position following the completion of the teacher exchange year.

During the teacher exchange year teachers will accrue the benefits and entitlements of the school in which they are working (including transfer points and locality allowances).

It is generally expected that teachers will not apply for extended leave or leave without pay during the teacher exchange year unless special circumstances arise.
6. TRAVEL AND ACCOMMODATION

Teachers participating in the program are required to make their own travel arrangements and are responsible for meeting their own fares, accommodation costs and other expenses.

7. RETURNING TO THE SUBSTANTIVE POSITION PRIOR TO COMPLETION OF THE SCHOOL YEAR

If a teacher is unable to continue in the program due to extenuating personal circumstances they should discuss the situation with the principal of the school in which they are working and the Director of Public Schools, NSW.

8. FURTHER INFORMATION

For further information please contact Geetha Sivaramakrishnan, School Recruitment, People and Careers on 1300 939 742 or email to geetha.sivaramakrishnan@det.nsw.edu.au

9. APPLICATION FORM