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# TEACHER ACCREDITATION POLICY

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August 2019

## BACKGROUND

The Australian Professional Standards for Teachers (the 'Standards') describe what teachers need to know, understand and do to teach effectively. The Standards reflect the commitment, values and attitudes that teachers bring to their work.

The Standards benchmark highly effective and exemplary teaching. They do not, however, contain the attributes of specific job descriptions.

The four career stages of the Standards are described along a continuum of increasing expertise, skill and quality: Graduate, Proficient, Highly Accomplished and Lead Teacher. Further information on the career stages can be found on the [NSW Education Standards Authority website](#).

This Policy relates to Teacher Accreditation as a requirement of the NSW Education Standards Authority (NESA) and is distinct from Diocesan Teacher Mission Accreditation.

## WHO IS REQUIRED TO BE ACCREDITED?

This policy applies to all teachers in both the Diocesan Schools System (DSS) and Early Learning Centres operated by CatholicCare Broken Bay (CC) under the Teacher Accreditation Authority of the Trustees of the Roman Catholic Church for the Diocese of Broken Bay (TAA) seeking accreditation under the Standards at the level of Proficient, Highly Accomplished or Lead teacher.

## LEGISLATIVE BASIS

This policy is based on the requirements outlined in:

- the *Teacher Accreditation Act 2004* (NSW) ('the Act')
- the Education Standards Authority Guidelines for the Regulations of Teacher, Accreditation Authorities for Non-government Schools and Early Childhood Education Centres ('the Guidelines') and
- any other conditions required under the Standards.

To the extent that there is inconsistency between the documents listed above and this Policy, the above documents shall prevail.

## PURPOSE

The purpose of this Policy is to:

- provide the framework for the implementation of the requirements of the Act, the Guidelines and the Standards and
- support all teachers within the TAA to perform and fulfil the NSW Education Standards Authority requirements at the highest level.

## STRUCTURE AND GOVERNANCE OF BROKEN BAY AS A TEACHER ACCREDITATION AUTHORITY

The approved legal entity for the Diocese of Broken Bay is The Trustees of the Roman Catholic Church for the Diocese of Broken Bay, a body incorporated under the Roman Catholic Church Trust Property Act 1936. The Trustees of the Roman Catholic Church for the Diocese of Broken Bay is the approved TAA for all teachers in member schools and Early Learning Centres within the Diocese of Broken Bay.

The responsibility for teacher accreditation is delegated to the Director of Schools as Prime Authorised Delegate. The Authorised Delegates are the Education Officers in the Teacher Development and Accreditation Team ('the Education Officers'). The Education Officers are responsible for the day-to-day management of teacher accreditation at all career stages and make the final accreditation decision. The Education Officers identify any critical issues and directions from the Education Standards Authority which impact on the TAA. School principals make recommendations to the Authorised Delegates for the purpose of making a decision about the accreditation of a teacher at the level of Proficient. In the case of applications at the career stage of Highly Accomplished and Lead the final decision is made by the TAA (Accomplished/Lead) Panel.

## PROCEDURES FOR ACCREDITING TEACHERS

Procedures for accrediting teachers employed by the DSS are detailed in the DSS Procedures for Accreditation of Teachers at Proficient and DSS Procedures for Accreditation of Teachers at Highly Accomplished and Lead ('The Procedures'). Procedures for accrediting teachers employed by CatholicCare (CC) are detailed in CC Procedures for Accreditation of Teachers at Proficient. Both DSS and CC procedures have similar structure, processes and accountabilities. The Procedures outline quality assurance processes for the accreditation of teachers as well as outlining the:

- specific roles and responsibilities in the accreditation process at Proficient, Highly Accomplished and Lead levels
- steps for accreditation at Proficient, Highly Accomplished and Lead levels
- process for making a complaint about the accreditation process
- process for sharing information with employers and other approved TAAs
- maintenance of accreditation at each career stage – also see "DSS Procedures for Maintenance of Accreditation" and "CC Procedures for Maintenance of Accreditation".

## SUSPENDING OR REVOKING TEACHER ACCREDITATION

- Teachers in Broken Bay systemic schools and Early Learning Centres must strive to attain the highest standards of teacher quality and must be of good character
- A teacher who has not met their responsibilities under the requirements of the Act or the Standards or who is in breach of relevant legislation may have their accreditation suspended or revoked pursuant to [Education Standards Authority policies regarding suspension and revocation of accreditation](#).

## CONFLICTS OF INTEREST

- A conflict of interest includes any circumstances, whether actual or perceived, arising from a conflict between the performance of a person's professional duties and their personal interests
- All teachers covered by this policy are to take all appropriate steps to disclose a conflict of interest (or potential conflict) that may arise in the accreditation process to the CSO as soon as they become aware of it
- Once disclosed, suitable measures must be taken to avoid and/or appropriately deal with any situation or relationship where there may be a potential, perceived or actual conflict of interest which could, directly or indirectly, compromise the performance of a person's role in the accreditation process. Such measures must be documented
- The DSS Conflicts of Interest Policy and the DSS Code of Conduct provide further guidance in this regard.

## RELATED POLICIES AND OTHER DOCUMENTATION

- DSS Procedures for Accreditation of Teachers at Proficient
- DSS Procedures for Accreditation of Teachers at Highly Accomplished and Lead
- DSS Conflicts of Interest Policy
- Education Standards Authority [support documents](#)
- DSS Code of Conduct

## SUPERSEDES PREVIOUS POLICY

This Policy supersedes and replaces the Accreditation of Teachers Policy (June 2015).

## POLICY REVIEW

This policy will be reviewed not less frequently than once every five years.

**POLICY DATES**

Date of Implementation	January 2017
Date of current edition of policy	August 2019
Date of next review	January 2024

Authorised by  
Dr Tony Bracken  
Acting Director of Schools