

Maintaining Highly Accomplished or Lead Teacher Accreditation Procedure

Information for employers

November 2022

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Information for employers

Why must Highly Accomplished or Lead Teachers maintain their accreditation?

NESA oversees the system of accreditation and recognition of teachers' professional capacity against the [Australian Professional Standards for Teachers \(the Standards\)](#) which includes the requirements and processes for maintaining Highly Accomplished and Lead Teacher (HALT) accreditation.

Highly Accomplished or Lead Teachers must maintain their accreditation at the applicable level of the Standards to continue to teach in a NSW school. Maintenance requirements apply to all teachers whether they are full-time, part-time or casual.

Teachers will maintain their accreditation by continuing to demonstrate their teaching practice in relation to the Standards.

Employers are responsible for ensuring that any individual they employ as a teacher is actively accredited to teach in NSW.

Employers must have procedures for HALT accreditation

Employers must have internal procedures for implementing NESA's requirements for maintaining HALT accreditation in their schools and must provide all teachers with a copy/access to all relevant procedures.

Who is covered by the internal procedures?

An employer's internal procedures for implementing NESA's requirements for teachers maintaining HALT accreditation apply to:

- casual, part-time and full-time teachers
- teachers regularly working in the school placed by a third party (eg employment agency).

What must the internal procedures cover?

These internal procedures must include processes to ensure:

- any principal making an attestation about maintenance of HALT accreditation is accredited at Proficient Teacher or above. A principal who is not accredited at Proficient Teacher must nominate a delegate who is a Proficient Teacher or above and employed in the same school to carry out the duties related to making maintenance attestations
- timely feedback is provided to all teachers about their demonstration of practice in relation to the Standards, including where teachers are at risk of not meeting the requirements for accreditation by the end of the relevant timeframe
- teachers are notified of any issue(s) with their practice and given 28 days to respond and address those issues before a principal attests that a teacher's practice does not meet the relevant Standard(s)
- issues related to a teacher's practice not meeting the applicable Standard(s) are addressed as and when they arise at any point during the maintenance period

- any concerns relating to teachers' ongoing professional practice are addressed through appropriate support before, and as distinct from any teacher performance or disciplinary procedures
- conflicts of interest relating to teacher accreditation are managed
- complaints and grievances about maintaining HALT accreditation are managed
- records related to attestations that a teacher has not maintained their practice at HALT are kept and provided to NESAs on request.

NSW Education Standards Authority

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