

Maintaining Highly Accomplished or Lead Teacher Accreditation Procedure

Information for principals

July 2023

The bottom half of the page features a decorative background with three horizontal bands: a light grey band at the top, a light blue band in the middle, and a dark blue band at the bottom.

Information for principals

Why must Highly Accomplished or Lead Teachers maintain their accreditation?

Highly Accomplished or Lead Teachers need to continue to demonstrate exemplary teaching practices that impact the learning of students and their colleagues.

They will maintain their accreditation by continuing to demonstrate, model, and lead innovative teaching and learning practices in relation to all of the [Australian Professional Standards for Teachers \(the Standards\)](#).

NESA oversees the system of accreditation and recognition of teachers' professional capacity against the Standards which includes the requirements and processes for maintaining HALT accreditation.

How long is an accreditation maintenance cycle?

Full-time	5 years
Casual or part-time	7 years

Teachers employed on a full-time basis have five years to complete maintenance requirements.

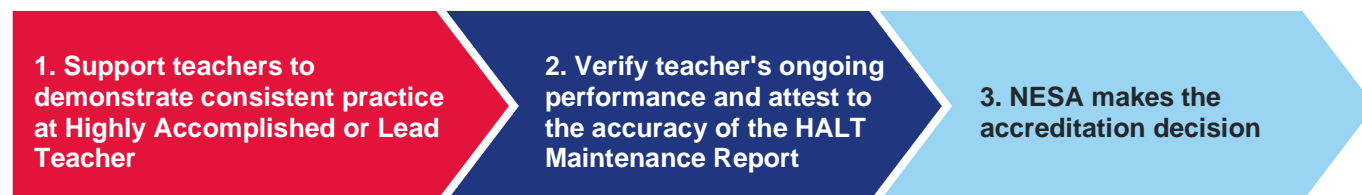
Teachers employed on a casual or part-time basis have seven years to complete maintenance requirements, in recognition of the nature of their employment. Teachers can provide evidence of employment to NESA to adjust their timeframe from five to seven years.

Teachers are required to be engaged in the delivery of curriculum and assessment in a school for a period of time during their maintenance period. There is no requirement for a specified number of hours or teaching load.

These procedures should be read in conjunction with your employer's internal procedures.

Overview of the principal's role in supporting the teacher's maintenance of Highly Accomplished or Lead Teacher accreditation

At a glance



1. Support teachers to demonstrate consistent practice at Highly Accomplished or Lead Teacher

Support HALTs to ensure their teaching practice continues to meet the Standards for Highly Accomplished or Lead Teacher by engaging in a range of professional activities and practices in the normal course of their work, such as:

- critical reflection of their own practice
- sharing of exemplary teaching practices and support of the professional growth of colleagues
- implementing evidence-based best practices that maximise learning opportunities for students
- ongoing engagement in professional development
- engaging in the delivery of curriculum and assessment in a school for a period of time during their maintenance period. There is no requirement for a specified number of hours or teaching load.

2. Verify teacher's ongoing satisfactory performance and attest to the accuracy of the HALT Maintenance of Accreditation Report

Teachers submit their report in the final three months of maintenance

The teacher must draft a [HALT Maintenance of Accreditation Report](#) and submit it to you within the final three months of their maintenance period.

Who can verify and attest

The teacher's current principal must verify and attest for the teacher.

However, principals who are not accredited at Proficient Teacher or above must appoint a delegate who is an employee in the school and accredited at Proficient Teacher or above to make accreditation attestations. Principals must advise NESA of the delegation at tsaprincipalenquiry@nesa.nsw.edu.au.

Review the HALT Maintenance of Accreditation Report

Review the HALT Maintenance of Accreditation Report and:

- attest that the teacher's maintenance report is an accurate reflection of their teaching practice
- verify that their ongoing performance is satisfactory.

You may choose to provide comments about the teacher's practice.

Email a signed copy of your attestation on the teacher's Report to NESA by the end of the teacher's maintenance period at HALenquiry@nesa.nsw.edu.au for an accreditation decision.

The teacher will nominate 3-5 referees in their Report, which must include you as their principal. NESA may contact you to verify that the teacher's currency of knowledge and depth of practice meets the applicable Standards when making their accreditation decision.

3. NESA makes the accreditation decision

The final part of the process is the accreditation decision, which is made by NESA, within 28 days of receiving your principal's attestation.

NESA's decision will be based on:

- the teacher's completed HALT Maintenance of Accreditation Report
- your attestation
- the teacher's record of NESA Accredited PD in eTAMS.

NESA will speak with a HALT's referee

NESA will contact at least one of the teacher's nominated referees when making the maintenance decision.

If NESA considers making a decision that does not align with the attestation, NESA will contact the principal and, if necessary, the teacher, to discuss the attestation before making a decision.

Notification of the decision

The teacher will be notified of the accreditation decision by email. They will start a new maintenance period the day after their current period ends.

You and your employer will be notified of the decision for the teacher's HALT maintenance.

You will be able to view their accreditation status in your NESA online account (eTAMS).

'What if' scenarios for principals

What if I become aware of an issue(s) with the teacher's practice that may affect their accreditation?

If you become aware of any issue(s), you must inform the employer (if applicable) and the teacher in writing within 28 days of becoming aware of it. Written notices cannot be sent in your NESA online account (eTAMS) – refer to your employer's internal procedures for how to do this.

Your employer's internal procedures will guide you on addressing issues related to a teacher's practice not

meeting the applicable Standards.

What if I determine that a teacher's performance is unsatisfactory and/or their Report does not accurately reflect their practice at HALT?

If the teacher has not yet submitted a HALT Maintenance of Accreditation Report

If the teacher has not yet submitted a HALT Maintenance of Accreditation Report, you should follow your employer's internal procedures to address the issue(s) related to the teacher's practice not meeting the applicable Standard(s).

You can then contact NESA for advice on how to record your attestation.

If the teacher has submitted their HALT Maintenance of Accreditation Report

Before you can attest that the Report does not accurately reflect their practice, you must notify the teacher in writing of:

- your reasons, including the Standard Descriptor(s) the teacher does not meet
- details of the appropriate and timely support you have provided to the teacher regarding maintaining their practice in relation to the Standards
- the feedback and support provided to the teacher, which may include intervention strategies or an improvement plan you have implemented to support the teacher and the outcome of the strategies/plan/support
- the teacher's right to respond to the notice within 28 days to address the issues identified.

If the teacher responds to your written notice, you will need to consider their response to the issue(s) raised.

After the end of the 28 days' notice period:

- You can record your attestation in the teacher's HALT Maintenance of Accreditation Report, with reasons, at any point up to the end of the teacher's maintenance period. You must provide comments about the teacher's practice.
- NESA will request evidence that you have followed your employer's internal procedures, and this must be provided on request.

If the teacher has worked in your school for less than three months, you must contact the previous principal (subject to the teacher's consent) before making an attestation that the teacher has not maintained their practice. If the teacher does not give you consent, you should make your attestation using the information available to you.

What if I am unable to make an attestation?

You may only record that you are unable to make an attestation if:

- you have contacted the teacher's previous principal (subject to the teacher's consent) if the teacher has worked at your school for less than three months.
- the teacher has not worked in the school for long enough to allow you to confidently verify their performance or determine whether the teacher's Report is an accurate reflection of their practice; and/or
- information provided by the teacher's previous school (where applicable and subject to consent

from the teacher) has not assisted you in making a valid and reliable judgement.

Complete the relevant section of the teacher's HALT Maintenance of Accreditation Report to record that you are unable to make an attestation and your reasons and email it to NESA at HALenquiry@nesa.nsw.edu.au.

What if NESA makes the decision that the teacher has not maintained accreditation at HALT?

If you attest that a Highly Accomplished or Lead Teacher's ongoing performance is unsatisfactory and/or their Report does not accurately reflect the teacher's practice, NESA will:

- contact all the teacher's nominated referees
- contact you and the teacher and will request further information and documentation to inform the decision, including:
- details of the feedback and support you have provided to the teacher regarding maintaining their practice in relation to the Standards, including the Standard Descriptors the teacher did not meet
- the intervention strategies and/or improvement plans you have implemented to support the teacher and the outcome of the strategies/plans.

We will then make an accreditation decision within 28 days of your attestation.

If NESA finds that the teacher has failed to maintain their HALT accreditation, NESA will issue 14 days' written notice of an intention to suspend their higher-level accreditation. (The 14 days' written notice period includes school holidays and employer shutdown periods.)

A NESA officer will provide the teacher with further advice about next steps.

- The teacher can apply to NESA for an [internal review](#) of a decision that they have not maintained their accreditation.
- If the teacher is not satisfied with the outcome of the internal review, they can apply to NSW Civil and Administrative Tribunal (NCAT) for a review of NESA's decision.

The teacher may return to accreditation at Proficient Teacher if they have met the requirements for maintaining Proficient Teacher.

NSW Education Standards Authority

NSW Education Standards Authority
GPO Box 5300
Sydney NSW 2001
Australia

Teacher Accreditation
Phone: 1300 739 338
Email: contactus@nesa.nsw.edu.au
educationstandards.nsw.edu.au

@NewsAtNESA
