ADVANCED CLASSROOM EXPERTISE TEACHER RECOGNITION

Applications for appointment as a member of the panel

Applications close at 17 May 2019

About the Advanced Classroom Expertise Teacher allowance

To recognise exemplary practice in primary teaching, the Advanced Classroom Expertise Teacher (ACET) allowance was introduced as part of the settlement of the Primary Teachers' Collective Agreement 2013-2015 (PTCA).

ACET recognition is based on eligibility and professional criteria agreed between the Ministry of Education (the Ministry) and the New Zealand Educational Institute Te Riu Roa (NZEI Te Riu Roa) as part of that settlement.

Primary teachers can be recognised as an ACET if:

- they meet the eligibility criteria in the PTCA or the applicable Individual Employment Agreement (IEA)
- their classroom practice is demonstrably higher than the Experienced Teachers professional standards within the Interim Framework of Professional Standards for Teachers (Schedule 3 of the PTCA or by the applicable IEA).

An ACET will receive an ongoing additional allowance of $5,000 per annum.

Panel to assess portfolios and supporting body of evidence

Thank you for your interest in being considered for appointment as a member of the ACET Evaluation Panel. Please ensure you have read and outlined how you have the skills and experience required before completing the Application to be Appointed Form.

The panel will convene for two weeks on a full-time basis from 21 August 2019. All panel members must be available for the full period.

This document includes:

- key information about
  - the panel selection process
  - payment for panel members time and disbursements
  - completing the Application to be Appointed Form
- an overview of the skills and experience required of panel members
- Application Submission to be Appointed Form.

If you have any queries, please contact the ACET recognition process team at TeachNZ on 0800 165 225, or by email at ACET.Recognition@education.govt.nz.

Completed forms can be emailed to ACET.Recognition@education.govt.nz, or sent to TeachNZ in hard copy to the addresses below.

Return by post to:
ACET Recognition
Ministry of Education
PO Box 1666
Wellington 6140

Return by courier to:
ACET Recognition
Ministry of Education
Mātauranga House
33 Bowen Street
Wellington 6011

Key information

About the selection process

The panel selection committee will appoint up to six panel members. Panel members will agree to:

- the non-disclosure of teachers' details or their portfolio and supporting body of evidence
- notify TeachNZ if there is a conflict of interest with a teacher who applies for ACET recognition
- payment being made on a time and materials basis if the member is independent; or through relief charges and expenses if employed by a school.

Payment of time and disbursements costs

The Ministry will reimburse reasonable costs associated with establishing the panel and the assessing of portfolios. This will include:

- negotiating a daily rate plus disbursements for panel members who provide contracting services
- reimbursing relief charges, higher duties allowances and any disbursements not paid directly by the Ministry (including those in the applicable collective agreement) for panel members employed and released by a board of trustees. Note that only actual costs incurred by the panel member will be reimbursed on receipt of an invoice from their school.

Completing the form

- please complete the Application to be Appointed Form. Read it through first, answer all questions and ensure the form is signed and dated on the last page. Note that forms that are not complete cannot be considered by the panel selection committee.
- attach a Curriculum Vitae (CV) containing any additional information and be aware that authors of written references may be contacted.

The form and supporting documents will be held by TeachNZ and the panel selection committee, but will be made available in accordance with the provisions of the Privacy Act 1993.

Required expertise

Experience, skills and responsibilities

Experience and/or skills	Panel members must be able to demonstrate the following: > leadership (management) experience and high standing in the primary education sector > extensive and current pedagogical knowledge and/or practice > post-graduate qualification(s) in an aspect of pedagogy > ability to critically analyse and assess information > recent involvement in teacher professional development > experience in moderating judgments in the education context It is desirable that panel members also demonstrate: > experience in both English medium and Māori medium curriculum contexts.
Responsibilities	> consider portfolio applications against the ACET professional criteria > consider the principal's recommendation and whether or not the teacher's portfolio has sufficient evidence to demonstrate that they meet the standard required by each of the ACET professional criteria > confirm or otherwise the principal's recommendation > keep brief notes on the justification for each decision > participate in the agreed moderation process to ensure consistency of evaluations across the panel.

Application for Appointment Form

Personal details

Prof ☐ Dr ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐

Or other preferred title:

Surname/Family name	First name(s) (in full)

Full postal address

Email address

Contact telephone numbers

Private:	Business:

Please tick the appropriate boxes:

Are you legally entitled to work in New Zealand?	Yes ☐	No ☐
Have you ever had a criminal conviction? *(convictions that fall under the clean slate scheme do not have to be disclosed)* If "Yes" please detail:	Yes ☐	No ☐
In addition to other information provided, are there any other factors that we should know to assess your suitability as a panel member? If "Yes", please elaborate:	Yes ☐	No ☐

Educational qualifications

Please state your tertiary level qualification/s: Please state any other qualifications that relate to the position:

Employment history

Please outline your most recent employment history, beginning with current or latest employment.

Period worked	Employer	Position held

Referees

Please provide the names of three people who could act as your referees. At least one should be able to attest to your suitability as a panel member.

Name	Contact details (organisation and address)	Phone (landline preferred)	Relationship

Experience and skills

Panel members require specific knowledge, experience and skills. Please outline below how you possess the requisite experience and skills. Even though you are attaching a C.V, please fill this out in full.

Experience and skills	**Past roles in which you have demonstrated these experience and skills**	**What did you do that demonstrated this?**
Leadership (management) experience.		
Extensive and current pedagogical knowledge and/or practice.		
Ability to critically analyse and assess evidence-based information.		
Recent involvement in teacher professional development.		
Experience in moderating judgments in the education context.		
Experience in English medium and Māori medium (if applicable) curriculum contexts.		

I certify that:

- the information I have supplied is true and correct.
- I have authorised access to referees in accordance with the Privacy Act 1993.

Signature _____ Date _____