



# Probation - State School Teachers

## Version Number

2.0

## Version effective

9/07/2012

## Scope

All state schools

## Purpose

Outlines the process of probation that new teacher employees of the department undergo, the results of the probation reports, as well as actions should a negative report be received.

## Overview

Not Applicable

## Responsibilities

### Teachers:

- participate in an induction process that is appropriate to their needs
- become familiar with the school and understanding the specific nature and requirements of their role as a teacher in the school
- develop a working knowledge of the school curriculum
- gain access to resources, materials and facilities and practical support to begin as a competent member of staff
- gain understanding of school processes and procedures and established routines
- become a contributing member of the teaching team.



**School Leaders:**

- develop an induction program which responds to the individual needs of the state school teacher and an induction program based on mutual responsibility between the individual and organisation
- integrate new staff into the school's culture and structure
- provide orientation to school staff, community and facilities
- appoint a member of staff as induction coordinator where appropriate
- select appropriate mentors for beginning teachers, such as curriculum coordinator or senior teachers
- be actively involved in the initial induction program and at other times
- meet and discuss interim performance with teachers on probation
- implement support for teachers whose performance is unsatisfactory. This may include a mentoring system, lesson observation, assistance with classroom management and regular meetings to review progress in accordance with [Managing Performance - Teaching Staff and School Leaders Guidelines](#) (DETE employees only)
- for teachers on an eight month probationary period:
  - at the end of the three month period, complete the [Interim Report](#)
  - at the end of six months, formally report on their overall probationary teaching, and
  - submit a [Confirmation of Appointment Report](#)
- for teachers who have been granted a reduced probationary period of six months:
  - at the end of four months, formally report on their overall probationary teaching, and
  - submit a Confirmation of Appointment Report
- confirm appointment of those teachers who received a satisfactory report
- refer all unsatisfactory reports to the Executive Director, Workforce Management and Support, Human Resources.

**Department's Board of Review:**

- consider referred unsatisfactory reports and, if sufficient evidence exists, provide advice to the Assistant Director-General, Human Resources recommending that the employee be invited to show cause why their probationary employment should not be terminated
- consider any comments made by the employee who has received an unsatisfactory report before making a recommendation to the Assistant Director-General, Human Resources in relation to the probationary teacher's continued employment with the department.

**Assistant Director-General, Human Resources/Delegated Officer:**

- make the final decision on the employment status of probationary teachers who have received unsatisfactory reports.



## Process

On appointment, a new teacher employed in Education Queensland will undergo a period of probation, at the end of which a probation report is prepared. The probationary period assists the department to understand skills, knowledge and abilities and support in areas identified as requiring further development. It is also a significant aid to an employee in planning career and setting developmental goals.

A probationary teacher will be expected to demonstrate proficiency in:

- classroom management - school and classroom rules, routines and movements, record keeping, time and resource management and organisation of support personnel
- interpersonal relationships - the appropriate selection and use of traits such as sensitivity, empathy, rapport, tact, caring, responsiveness, valuing and assertiveness
- curriculum program development - planning and preparation (not implementation) of appropriate curriculum for the whole class and for individuals
- learning and teaching - learning refers to the cognitive, affective and social development of the learner. Teaching refers to the use of planning strategies and the application of appropriate interactive strategies (questioning, informing, discussing and supervising).

Further information regarding expected competencies is obtained in the role [description, work profile and support materials](#).

Newly appointed teachers may apply to serve a reduced probationary period of six months, based on previous satisfactory service with the department and/or demonstrated competency as a teacher in previous employment.

A Queensland Public Service employee who is appointed as a state school teacher to the department is required to serve a probation period of eight months from the date of commencement of duty in accordance with the [Teachers' Award - State 2003](#).

At the end of the probationary period, a [Confirmation of Appointment Report](#) is completed for each teacher. This is a confidential document and only authorised personnel will have access to its contents. These documents will form part of the employment records with the department. All teachers have the right to respond to an unsatisfactory report.

Restrictions may be placed on the employment of teachers whose probationary employment has been terminated, pending further professional development or experience.

## Online Resources

### Forms

- Probationary Teachers [Interim Report](#)
- [Confirmation of Appointment Report](#)



## Supporting documents

- [Probationary State School Teachers Flowchart](#)

## Online materials

- [Beginning Teacher Induction](#)
- [Managing Performance - Teaching Staff and School Leaders](#) (DETE employees only)
- [Role Description State School Teacher](#)

## Review Date

22/06/2013



## Definitions

Not Applicable

## Authority

- [Public Service Act 2008 \(Qld\)](#) s. 126
- [Teachers' Award - State 2003](#)

## Related Policy Instruments

- [Industrial Relations Act 1999 \(Qld\)](#) Chapters 1-19
- [Public Service Regulation 2008 \(Qld\)](#) Parts 1-5
- [Directive - Employee performance management](#)

## Attachments

- [Confirmation of Appointment Report](#)
- [Probationary State School Teachers Flowchart](#)
- [Interim Report](#)

## Contact

For further information, please contact:

Director

Workforce Review

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