



FREQUENTLY ASKED QUESTIONS

SCHOOL LEADER



Highly Accomplished Teacher and Lead Teacher

Are you a school leader interested in finding out more about Highly Accomplished Teachers (HAT) or Lead Teachers (LT), do you supervise classroom teachers who are considering applying, or have you been asked to be a referee for a future applicant? This FAQ sheet is for you. There are separate FAQ sheets for HAT and LT applicants, referees and assessors.

How can I support applicants to decide on the most suitable career stage?

Making the decision to apply for national certification as a HAT or LT is a significant career decision. It requires reflection and examination by an applicant of their practice against all the descriptors at each career stage, as detailed in the Australian Professional Standards for Teachers (APST). To support teachers to deeply reflect on and evaluate whether their teaching practice demonstrates the specific characteristics for the appropriate career stages, the Australian Institute for Teaching and School Leadership (AITSL) has developed a teacher [self-assessment tool](#). This tool enables teachers to assess their practice against a series of statements that reflect the career stages.

You can support teachers in your school who are considering applying by:

- ensuring they have reflected on their practice using the self-assessment tool and have used this reflection to inform professional development goals for their performance review process
- having regular conversations throughout their performance review process.

Further to these supports, it is essential that prior to applying, an applicant has a professional discussion with their principal, or principal's delegate, regarding their readiness to apply.

What are the eligibility requirements for certification?

Prior to commencing certification, an applicant must confirm their eligibility and readiness to apply. The eligibility requirements for applicants are outlined in the HAT and LT applicant FAQ sheet. Two key requirements that impact on school leaders are that an applicant must have completed:

- two most recent performance review processes for HAT

applicants and three most recent performance review processes for LT, and

- a professional discussion with their principal, or principal's delegate, regarding readiness to apply.

As a school leader it is essential that you have a strong understanding of the APST, including the HAT and LT career stages, and utilise these standards to guide your professional conversations with teachers.

The APST, used in conjunction with the performance review process, offer you a frame through which your performance and development planning and conversations can occur.

What is my role in teacher certification?

School leaders are involved at each stage of national teacher certification.

Pre-Assessment Be involved in a professional discussion with the applicant, based on the APST, regarding their readiness to apply for certification.

Assessment Stage 1 Provide a referee statement and undertake one classroom observation (within 12 months of the submission date) for the applicant to include in their portfolio.

Assessment Stage 2: Be involved in a professional discussion with the external assessor.

Can I delegate my role to other leaders within my school?

Delegates may be nominated by the principal or supervisor. A delegate may be the deputy/assistant principal or equivalent member of the senior leadership team of the school or setting who has significant knowledge of the applicant's practice.

How can I support assessors in the certification process?

The Department of Education and Queensland Catholic Education Commission (QCEC), as required, invite teachers and school leaders to undertake the national Assessor Training Program (ATP). Application opportunities are made available through the Department or QCEC.

To ensure national consistency, assessors must complete the national ATP developed by AITSL and overseen by the Queensland College of Teachers (QCT) as Certifying Authority. The ATP includes online courses completed in the trainee assessor's own time along with supported interactive sessions led by the QCT.

Why promote HAT and LT in your school?

As you know, school leaders have the greatest impact on student learning when they promote and participate in the professional learning and development of their teachers.

National teacher certification provides an opportunity for school leaders to facilitate the development of their staff and improve student outcomes while:

- recognising our high performing teachers
- building a culture of reflection and growth
- facilitating collaboration
- developing key skills in teachers
- growing professional dialogue within and across schools
- building confidence in the profession.

Schools with a trained assessor or a certified HAT or LT on staff will benefit through the increased capability they will add to the school. Professional learning for school staff in using the APST, and applying an evidence-informed approach supports teacher practice to positively impact on student learning.

How can I support applicants participating in the certification process?

School leaders can:

- create opportunity for potential HAT and LT applicants to support their teaching colleagues, beginning and preservice teachers to use the standards to reflect on and improve their practice
- allocate time and resources to support HAT and LT applicants to engage in projects at the level required for their career stage — for example, developing instructional leadership capacity in others, or present professional development to staff
- initiate inter-school collaboration by establishing links with other schools to support a Lead initiative.

Useful Links

Queensland College of Teachers

[Guidelines for teachers applying for certification by the Queensland College of Teachers as Highly Accomplished Teachers and Lead Teachers](#)

[Highly Accomplished Teacher and Lead Teacher Certification policy](#)

Department of Education

[OnePortal - HAT and LT Page](#) - or search HAT and LT OnePortal

Queensland Catholic Education Commission

<https://www.hatandlt.qcec.catholic.edu.au/>

AITSL

[Australian Professional Standards for Teachers \(APST\)](#)

[Guide to the Certification of Highly Accomplished and Lead Teachers in Australia](#)

[AITSL Teacher Self-Assessment Tool](#)

[Classroom Practice Continuum](#)

[AITSL certification documentary evidence supplement: HAT](#)

[AITSL certification documentary evidence supplement: LT](#)

For further information please email the QCT's HAT and LT Team at: HATandLTCertification@qct.edu.au

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