

## 1. Paths to Promotion

Paths to Promotion – a survey being conducted by Annette Bonnici and Linda Simon, TAFE NSW Head Teachers and members of TAFE TA Executive

This survey is a follow-up to the work we undertook during 2010 on 'Raising the Bar on TAFE Teacher Educational Qualifications'. We were able to discuss the results of that work, including our March 2010 survey, at a variety of conferences and other events during the year, which was useful in raising the issues about TAFE teacher educational qualifications.

Our work for 2011 is focused on Head Teachers – the pressures, their roles, the needed skills and capabilities to do the job effectively, and the required qualifications. This is a separate piece of work from that being undertaken by TAFE NSW which is mainly focused on reviewing the TAFE Head Teachers Agreement, but the results from the survey could certainly be used to inform that process.

We are asking you to complete this short survey entitled 'Paths to Promotion' on Survey Monkey. If you would like to talk to either of us further on the issues raised, either individually or as part of a group, you can contact us through the email addresses at the end of the survey.

Please pass this survey on to other Head Teachers, Teachers-in-Charge, Special Program Co-ordinators, aspiring Head Teachers and Managers who were once Head Teachers.

Thank you

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## 2. General Information

### \* 1. Gender

Male

Female

### \* 2. Age

Under 30

30 - 39

40 - 49

50 - 59

60 +

### \* 3. In which institute are you currently employed?

Hunter

Sydney

South Western Sydney

Western Sydney

Northern Sydney

North Coast

New England

Western

Riverina

Illawarra

Central

### \* 4. What position do you currently hold?

Head Teacher

Teacher in Charge

Teacher

Special Program Co-ordinator

Institute Manager

Other (please specify)

### 3. Head Teacher

\* 1. How many Head Teachers are in your section?

1

2

3

more than 3

## 4. Teacher

\* 1. Have you ever acted in the position of Head Teacher?

Yes

No

## 5. Institute Manager

\* 1. Have you ever been a Head Teacher?

Yes

No

**\* 1. How many teachers do (did) you supervise?**

<10

10 - 20

20+

**\* 2. What vocational areas do you supervise?**

Access and General Education

Business and Commerce

Transport

Construction

Primary Industries

Information Technology

Fine Arts

Media and Design

Hospitality

Travel and Events

Horticulture

Health and Welfare

Sport and Recreation

Hair and Beauty

Metals

Engineering

Other (please specify)

## 7. Qualifications

\* 1. In which year did you complete your most recent educational qualification?

\* 2. What teaching qualifications do you hold? Tick all that apply

- CIV Training and Assessment (TAE10)
- CIV Training and Assessment (TAA04)
- CIV Assessment and Workplace Training (BSZ99)
- Diploma TAA
- Diploma in Adult Education
- Bachelor of Adult Education
- Undergraduate Degree in other educational field
- Graduate Diploma in Adult Education
- Graduate Diploma in other educational field
- Masters in Adult Education
- Masters in other educational field

Other (please specify)

\* 3. Did these qualifications provide you with sufficient skills to perform the duties of a Head Teacher?

Yes

No

Why or why not?

4. What other qualifications, educational and vocational, might assist you in your role as Head Teacher?

**\* 5. Do you think you might apply for a non teaching management role in TAFE?**

Yes

No

Don't know yet

I'm already there

I have already done some acting in one of these roles

**6. What skills and capabilities might assist you in such a role?**

	5
	6

## 8. Skills and Capabilities

### \* 1. What were your main reasons for becoming a Head Teacher? (Choose those that apply)

- Desire to be a leader in TAFE
- Desire to have a job which mixes teaching and leadership
- Wanting to run your own section effectively
- Others suggesting you should take on the job
- A path to other jobs in TAFE
- No one else to do the job
- The money
- The lifestyle
- Other (please specify)

### \* 2. Do these reasons still apply?

Yes

No

Some

Why?

	5
	6

**3. What do you see as the most important aspects of your role? Choose the five (5) top issues. (Requires at most five (5) responses.)**

	Most Important
Educational leadership	jn
Writing tenders and applying for external funding	jn
Marketing and commercial work	jn
Working with industry and other providers	jn
Dealing with administrative systems	jn
Section management	jn
Managing student issues, including records	jn
Managing apprentices and trainees	jn
Budgets	jn
Responding to management requests	jn
Networking with other Head Teachers/sections	jn
Increasing quality in your teaching section	jn
Responding to audits and quality standards	jn
Entrepreneurial skills	jn
Supporting innovative teaching and learning practices	jn
Delivering and assessing in the workplace	jn
Dealing with outside agencies eg. Centrelink	jn
Succession planning in your section	jn
Professional Development for you and your staff	jn
Mentoring and coaching	jn
Assisting teachers with effective teaching skills and strategies	jn
Dealing with student issues	jn
Discipline issues	jn
Keeping you and your staff up-to-date and relevant	jn
Completing research and development proposals	jn
Supervision of your staff	jn
Supervision across a number of sections	jn

**4. Would you and your section benefit from you further developing your skills and capabilities in these areas that you have identified? Give examples**

	5
	6

**\* 5. If you had the opportunity to get rid of 5 tasks that you currently do, what would they be?**

1	
2	
3	
4	
5	

**\* 6. What are 3 new challenges you expect to face in the next three years in your Head Teacher role?**

1	
2	
3	

**\* 7. Are there additional skills/capabilities you think you will need to meet these challenges? Tick those that are most important.**

- No additional skills required
- Communication skills
- Skills to assist you in dealing with an increasingly diverse range of students, including students with special needs
- Entrepreneurial skills
- Technological skills
- Increased teaching and assessment skills
- Leadership skills
- Financial management skills
- Ability to effectively work with industry, community and enterprises
- Vocational/industry knowledge/expertise
- Ability to develop curriculum/teaching strategies/resources
- Ability to prioritise your workload
- Skills in eLearning or use of other technologies in teaching
- Ability to interpret and implement government policies
- Increasing pedagogical skills to assist teachers with low educational qualifications
- Skills in designing and delivering customised training
- Ability to develop assessment tools and strategies, including for assessment validation
- Other (please specify)

## 9. Issues for Head Teachers

**1. The following have been identified as issues of concern for Head Teachers. Can you identify the five (5) most important for you. (Requires at most five (5) responses)**

	Most Important
Funding	<input type="checkbox"/>
Need to bring in own funds to run courses	<input type="checkbox"/>
Competition with other providers	<input type="checkbox"/>
Lack of teaching staff	<input type="checkbox"/>
Lack of administrative staff	<input type="checkbox"/>
Workload	<input type="checkbox"/>
TAFE systems	<input type="checkbox"/>
Casualisation	<input type="checkbox"/>
TAFE management	<input type="checkbox"/>
Facilities and equipment	<input type="checkbox"/>
Other (please specify)	
<input type="text"/>	

**\* 2. What are the three (3) most critical areas in which you need additional funding? (eg teaching hours, permanent staff, new/more equipment and resources, support)**

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>

**\* 3. Head Teachers have historically said that educational leadership was the most important part of their role? Do you agree that this is still true?**

Yes

No

Comment

★ **4. How would you like to be able to continue to develop your leadership skills? In order of usefulness.**

	Very useful	Useful	Not particularly useful	Not for me	Don't know
Formal qualifications through University	ja	ja	ja	ja	ja
Formal qualifications through TAFE	ja	ja	ja	ja	ja
Formal qualification through other organisations	ja	ja	ja	ja	ja
Short courses and skills sets	ja	ja	ja	ja	ja
Programs and events	ja	ja	ja	ja	ja
Conferences	ja	ja	ja	ja	ja
Networks and communities of practice	ja	ja	ja	ja	ja
Professional Association	ja	ja	ja	ja	ja
Use of diagnostic and self-assessment tools	ja	ja	ja	ja	ja
Learning on the job through learning projects	ja	ja	ja	ja	ja
Coaching and mentoring from others in the workplace	ja	ja	ja	ja	ja
Staff rotation in jobs	ja	ja	ja	ja	ja
Shadowing arrangements and secondments	ja	ja	ja	ja	ja

Other (please specify)

★ **5. Are you satisfied or dissatisfied with your job as Head Teacher?**

	Very Satisfied	Satisfied	Take it or leave it	Dissatisfied	Very Dissatisfied	N/A
Answer	ja	ja	ja	ja	ja	ja

**6. Would you like to make any further comments?**

## 10. Survey Complete

Thank you for your time.

The information collected from this survey will be presented at the AVETRA Conference in April 2011.

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