

# Master Teacher Entitlements: Clustering, Travel and Replacement

## Background

Master Teachers are responsible for leading the following activities and key tasks within their school or cluster:

- working with instructional leaders to prioritise the teaching of literacy and numeracy within the school's curriculum and teaching framework
- improving and enhancing teaching practice for all staff by researching and modelling quality teaching across all year levels
- providing coaching and guidance to teachers and other staff in delivering quality teaching
- improving the capacity of school teams to use evidence-based assessment to inform teaching and learning
- supporting all staff in the analysis of, and response to, systemic and student data.

## Cluster allocation

Using 2014 NAPLAN scores, 464 schools were identified to receive a Master Teacher. Some schools have been clustered, based on proximity, local needs and/or common approach to improvement strategies.

Variations to schools included within approved clusters requires Regional Director approval and Organisational Transformation and Capability Executive endorsement.

## Roster and duties

The roster will take into account the following variables:

- number of schools in the cluster

- complexity and range of duties associated with each school
- distances travelled and road conditions
- involvement in school co-curricular activities
- involvement in other activities approved by principals or regional directors.

Where a Master Teacher services more than one school, the principal will reasonably adjust the expectation of co-curricular involvement (for example, delivery of professional development, Twilight sessions, travel time and research component).

Master Teachers may be required to relieve classroom teachers to allow them to access non-contact time, in circumstances where usual relief arrangements are unable to be effected for emergent reasons. However, the systematic timetabling of Master Teachers for the purpose of providing non-contact time is contrary to the intent of the Master Teacher role.

Master Teachers are not to be allocated bus and playground duty except in emergent circumstances.

## Travel related costs

Master Teachers appointed to approved clusters of schools may be required to perform their duties across a number of schools within their cluster. Time required for travel between schools on the same day will be considered part of the Master Teacher's work program and incorporated within rostered duty time. Domestic travelling and relieving expenses apply

where a Master Teacher is required to stay overnight at a circuit school.

As detailed in Directive 20/16 Motor Vehicle Allowances, a Master Teacher who uses their private motor vehicle to undertake official duties is to be paid a motor vehicle allowance for the distance necessarily and actually travelled. Motor vehicle allowance is not payable for the distance travelled from an employee's residence to the headquarters school and return.

Where the distance from home to the circuit (non-base) school is greater than that for the base school, additional time required to travel to the school is to be incorporated in the Master Teacher's work program and therefore within rostered duty time. Wherever possible the Master Teacher's circuit should be designed to service the cluster of schools to minimise travel time.

Employees with vehicles on novated leases are eligible to claim motor vehicle allowances under the conditions prescribed in Directive 20/16 Motor Vehicle Allowances. These allowances are paid via the payroll system and are included in the gross salary reported on the employee's payment summary; however there may be tax implications. See the directives (links below) for more details.

Costs associated with travel and vehicle provision will be in accordance with existing departmental policies and procedures to ensure that Master Teachers are not disadvantaged. These costs are to be approved by the base school principal and paid by the base school.

## **Funding travel, accommodation and other professional costs**

As with other school-based staff, it is expected that schools will fund the reasonable professional costs of Master Teachers including travel, accommodation and professional development. In addition to normal funding sources, the Master Teachers program provides two potential sources for funding these costs:

- The Master Teacher salary grant covers salary and on-costs for centrally-funded Master Teachers at paypoint 13. Where this is above an individual's actual paypoint, the difference can be used to fund Master Teachers' travel, accommodation and other professional costs.
- Primary schools, special schools and school of distance education are eligible for the early years resource package grant (\$75,000 over three years) to support the work of the centrally-funded Master Teacher in lifting early years literacy and numeracy. This grant may also be used in funding Master Teachers' travel, accommodation and other professional costs. All clusters include eligible schools and therefore receive the early years resource package grant, to be shared among the eligible schools in the cluster.

## **Replacement**

Master Teachers do not have a classroom teaching component. As a result, schools may decide when and if to replace them during periods of leave. The Master Teacher salary grant includes on-costs including a provision for covering certain types of paid leave (for example, sick leave or long service leave and other leave, refer to [Directive 01/16](#)). When a Master Teacher is on one of these forms of leave, their salary is paid from a central fund. The salary of

the replacement officer is paid by the school. This means a Master Teacher is able to be replaced during these periods at no additional cost to the school.

### **More information**

For more information about Master Teachers, visit <http://www.education.qld.gov.au/staff/development/employee/teachers/master-teachers.html>

Links to directives:

- *Directive 20/16 Motor Vehicle Allowances:*  
<https://www.qld.gov.au/gov/documents/directive/2016/motor-vehicle-allowances>
- *Directive 9/11 Domestic Travelling and Relieving Expenses:*  
<https://www.qld.gov.au/gov/documents/directive/0911/domestic-travelling-and-relieving-expenses>
- *Directive 01/16 Special Leave:*  
<https://www.qld.gov.au/gov/documents/directive/0116/special-leave>