**MEMORANDUM TO**

**EXECUTIVE DIRECTORS**

**DIRECTORS, PUBLIC SCHOOLS NSW**

**TEACHING OF HIGHER SCHOOL CERTIFICATE STUDENTS**

It is essential that all teachers preparing students for the NSW Higher School Certificate understand and implement all relevant Higher School Certificate (HSC) requirements in teaching, curriculum and assessment.

Teachers are highly competent in these processes but there may be some cases where teachers are inexperienced or where there is no direct supervision or support from a head teacher with relevant subject and HSC expertise.

As part of their ongoing support for schools and Principals, Directors, Public Schools NSW are requested to contact secondary and central school principals early in Term 1 to:

1. determine those courses being taught by inexperienced staff and / or unsupervised staff
2. identify these teachers by name
3. indicate how these teachers are being supported and
4. identify by whom and from where that support is being made available.

Directors, Public Schools NSW may wish to use the relevant proforma for this purpose.

Directors, Public Schools NSW should advise principals that if there is any major difficulty in providing appropriate staffing for any HSC course the director should be notified in writing detailing the particular issue so that all avenues within the department may be explored to resolve the problem.

When meeting with principals of secondary and central schools, directors should also emphasise the importance of the memorandum *Monitoring of Higher School Certificate Requirements* and the need for constant supervision of faculty implementation of HSC requirements. Directors should encourage principals to notify them and NSW Education Standards Authority Liaison Officers in a timely manner of any concerns related to meeting HSC requirements so that support can be provided to the school.

Principals should be made aware that ineffective teaching, unavailability of qualified staff or issues surrounding school renovations *do not constitute grounds for an illness/misadventure appeal* to the NSW Education Standards Authority. These issues are to be addressed by the school and within state and network offices. It is imperative that every effort is made to ensure that students receive all students receive appropriate teaching and are well prepared for the HSC.

Murat Dizdar

**Deputy Secretary, School Operations and Performance**