



Management and Supervision of School Based Itinerant Staff

Version Number

2.0

Implementation Date

9/07/2012

Scope

All state schools

Purpose

This procedure outlines the processes for managing, supervising and providing professional support to **itinerant staff**.

This procedure is intended to provide definitions of terms of 'itinerant', 'professional practice supervisor' and 'line manager', and to clarify the role and responsibilities of officers in those positions.

Overview

Responsibilities

Principal:

- oversees professional supervision of all teachers based in their school, including advisory visiting teachers and other special teachers
- liaises with professional supervisors of non-teacher school-based itinerant i.e. Senior Guidance Officers, Speech-Language Pathologists-in-Charge, Senior Occupational Therapy Officers, Senior Physiotherapy Officers and Senior Officer (Nursing)
- as the principal at the school which the officer is based, provides line management including operational issues such as leave management, itinerary approval and authorisation of travel claims and related expenses
- as the line manager, liaises with cluster management groups of principals, regional staff and professional practice supervisor on matters relating to service delivery, including the workload of the service provider, and recruitment
- is accountable for effectiveness of service provided by itinerant staff, within resources **allocated by the regional cluster**
- ensures local organisation of services provided by itinerant staff and access to appropriate resources
- undertakes program coordination (a process for the coordination of services provided by itinerant staff in and across regions) in conjunction with regional office staff, professional practice supervisor and itinerant staff member
- oversees the equitable allocation of itinerant officer time to schools or cluster of schools
- collaboratively sets the objectives and coordinates service delivery for the particular

itinerant service.

Professional Practice Supervisor:

- provides professional practice supervision that supports service delivery
- collaborates with the line manager about professional practice supervision
- consults regularly with the line manager and other service providers to coordinate services provided by itinerant staff members
- consults with the line manager to ensure the effectiveness of services, within the resources allocated by the regional cluster
- provides professional advice relating to the appropriateness of the service provided, with respect to the nature, level and extent of the service provided
- contributes to the recruitment, selection and induction of school-based itinerant staff, where appropriate
- identifies the need for advocates and assists school-based itinerant staff in accessing relevant professional training, development and support.

Regional Office:

- provides program coordination in conjunction with the principal.

Senior Guidance Officers (based at regional offices and schools):

- provide professional practice supervision for guidance officers working within and across regions.

Speech-Language Pathologists-in-Charge (based at regional offices):

- provide professional supervision for Education Queensland speech-language pathologists working within and across regions.

Principal Advisors (Therapy Services) and Nurse Manager Disability Services Support Unit:

- provide professional supervision for Education Queensland allied health staff, being nurses, physiotherapists, occupational therapists and speech-language pathologists.

Process

The step by step process for this procedure is listed by role under Responsibilities.

Online Resources

Review Date

20/06/2013



Definitions

Itinerant staff are departmental employees who travel from their base school on a regular basis to deliver programs or provide services in other school locations.

Employees are classed as itinerant if they meet the following criteria:

- travel from their base school on a regular basis to other schools during the normal school day
- work outside their base school for more than the equivalent of two days per week

- perform their itinerant duties as part of a program supported by a regional cluster of principals.

Officers who may meet the definition of itinerant include guidance officers, occupational therapists, physiotherapists, speech-language pathologists and nurses working within and across regions as well as some, but not all, teachers delivering specialist services or programs including physical education, music, learning support, languages other than English, English as a Second Language or advisory visiting services.

Itinerant staff have a reporting relationship to a professional practice supervisor and/or program manager who oversees their professional practice and effectiveness of service responsibilities. They also have a reporting relationship to the principal of their base location who provides line management supervision in areas such as leave approval, authorisation of travel claims and related expenditure.

On some occasions, professional practice supervision and line management may be provided by the same position.

Authority

- [Public Service Act 2008 \(Old\) Chapter 2](#)
- [Teacher's Award State - Clause 6.5](#)
- [Domestic Travelling and Relieving Expenses Directive 15/10](#)

Related Policy Instruments

- [Anti-Discrimination Act 1991 \(Old\) Chapter 1 to 10](#)

Attachments

Contact

For further information, please contact:

Principal Policy Officer
Workforce Relations
Phone: (07) 3836 0999
Fax: (07) 3237 0011

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