



Attestation Policy

See The Secondary Teachers' Collective Employment Agreement, 15 October 07 – 30 June 2010 (Part 4. 2.3)

The purpose and effect of the agreement is:

- a) to make explicit the requirement to provide and participate in ongoing, appropriate, professional development in order to maintain and develop high levels of competence and quality.
- b) to have teachers attested against one of the three sets of Professional Standards: These standards apply to beginning classroom teachers, classroom teachers and experienced classroom teachers.
- c) to make explicit the link between competence considerations and the criteria in the appropriate Professional Standards.
- c) Each annual progression on the base scale is to be the result of a positive assessment of performance, based on the criteria of the Professional Standards. If the assessment is negative then the link is back to professional development and competence process. Both outcomes are required to be capable of scrutiny and verification.

Guidelines

1. The Board of Trustees has the responsibility to approve the attestation process and delegate the application of the process to the Principal.
2. Data gathered for assessing the performance against the Professional Standards is based on the previous year's appraisal process. New staff who have an increment date part way through their first year will be attested on data gathered (lesson observation etc) earlier in that year.
3. The report form for attestation is to be signed by the assessor and the teacher and completed one month prior to the increment date.
4. The assessor reports to the Principal and the assessment document is confidential to the assessor, Principal and the teacher. The Principal will store a copy on the teacher's file.
5. Teachers have the right to appeal to the Principal where disagreement over the outcome of an assessment occurs. If this happens the teacher could be represented by his or her union, or nominated person.

Signed for the Board of Trustees

22 May 2008

Date Reviewed