

**WAITAKERE COLLEGE**

**POLICY: SECTION C                      PERSONNEL MANAGEMENT**

**POLICY:    Attestation of Teacher Performance**

**DATE OF REVIEW:                              May 2018**

**REVIEWERS:                                      Ants Cotton, Lee Devenish, Mark Shanahan, Personnel  
Sub- Committee**

**GOAL:**

To ensure that the school has systems for gathering evidence about teacher performance in order to inform decisions where attestation is required for salary movement or for other purposes.

**OBJECTIVE:**

To provide timely information which enables the Principal to attest that the teacher has met the appropriate level of the Professional Standards for Secondary Teachers - Criteria for Quality Teaching where this is needed for pay progression.

**GUIDELINES:**

1.        The Principal has the responsibility for making the attestation.
  
2.        Each teacher is expected to take part in the annual performance review cycle, which is aligned with evidence for teacher registration ( These processes are described in separate policies). This process is overseen by the Assistant Principal: High Quality Teaching and each teacher has a reviewer, usually their Head of Department or, for Heads of Department, a senior manager. At the end of each year a written report is made to the Principal to show whether or not the teacher is meeting the appropriate level of the Registered Teacher Criteria.
  
3.        Where the teacher has been in the school for some time and is already taking part in the professional development cycle, the evidence from the most recent cycle will be referred to in making the decision about attestation. This will be checked again with the reviewer via the Deputy or Assistant Principal: High Quality Teaching before the Principal recommends attestation.
  
4.        If the teacher's incremental date occurs early in their first year in the school before the cycle is fully under way, it is necessary to undertake a special review in order to gather the evidence necessary for attestation.

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Signature of Chairperson

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Signature of Principal

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Date