

# Christchurch Rudolf Steiner School

## College Principal Group

### Management

Policy NAG 3  
Procedure .12

### Employer Responsibility

## STAFF APPRAISAL and ATTESTATION PROGRAMME

### Rationale

**Staff appraisal** is an ongoing peer process to ensure improved quality in teaching is achieved.

**Attestation** is a requirement by senior management, as an annual assurance, that teachers meet the required Practising Teacher Criteria.

### Guidelines: Staff Appraisal

1. Each teacher will be assigned a peer appraiser, approved by the College Principal Group, whose classes they will regularly observe, reflect to each other the gifts, practice, successes and challenges they observed.
2. All sections of the Appraisal are to be completed with professional integrity Three Special Character aims will be identified for personal development over the year
3. The results of the appraisal are confidential to the principal and the board.
4. The teacher being attested may request that consideration be given for the appointment of an alternative assessor from the nominated pool.
5. In the event of a dispute relating to the appraisal results, an ad hoc committee consisting of a staff member, a board member and a member of the CPG will review the process and confirm or amend the results.
6. All Practising Teacher Criteria must have at least three pieces of evidence to support them. (Kept either physical or e-portfolio)
7. Appraisal visits and reflective feedback will occur at least once per term

### Attestation

1. Attestation is the schools process of assuring itself and the Education Council that teachers are professional in their planning, engagement, assessment and review.
2. It will be based on the Performance Appraisal document and verified by the College Principal Group
3. Attestation will occur in the third term after the completion of the Appraisal process in the Upper School, Lower School and Kindergarten.
4. Teacher professional practice must cover the Steiner development requirements with at least three pieces of evidence supporting each of the 12 Practising Teacher Criteria
5. The CPG will approve attestation only when all criteria are completed.
6. Disputed attestations are referred to the Board of Trustees who reviews the process and checks for fairness and accuracy. There is no appeal about the judgement of the Board of Trustees.
7. Records of assessment are gathered and securely stored in each teacher's personal file and is subject to the relevant provisions of the Privacy Act.

*Date reviewed 6 April 2016*

*Responsibility for administering this procedure:* The Staffing Group is responsible for the implementation of this policy

*Responsibility for review* Management

Signed

Review date April 2020

