

TEACHER REGISTRATION/SALARYASSESSMENT/COMPETENCY POLICY

RATIONALE:

A process relating to teacher registration, competency and assessment for salary progression involves employment decisions affecting the career progression of every teacher. Clear procedures to do with these processes protect both employer and employee.

PURPOSES:

The purposes of this policy are to provide clear guidelines that ensure sound procedures for:

- Inducting provisionally registered teachers
- Ensuring the quality of staff seeking salary progression and renewal of their practising certificate
- Dealing with cases where aspects of a teacher's performance are causing concern.

GUIDELINES RELATING TO PROVISIONALLY REGISTERED TEACHERS:

1. Each beginning teacher will be allocated a mentor, who has overall responsibility for the programme of advice and guidance.
2. Each term the beginning teacher and mentor will meet with the Principal to preview the programme for the upcoming term and review progress so far.
3. The programme of advice and guidance will include:
 - Weekly meetings with the mentor
 - Timetabled opportunities to observe teachers with particular expertise
 - Opportunities to visit other schools of particular interest
 - Participation in any appropriate course set up to help beginning teachers.
4. The process of assessment will include:
 - One formal assessment per term undertaken by the mentor.
5. The mentor will keep a written record of meetings and observations.
6. In meeting the requirements above, the beginning teacher will also be meeting the requirements set out in the school's appraisal policy.
 - Beginning Teachers Professional Standards Year 1 & 2 Teachers
 - Registered Teachers Professional Standards Year 3, 4 & 5 Teachers
 - Experienced Teachers Professional Standards Year 6 + Teachers

GUIDELINES RELATING TO STAFF SEEKING SALARY PROGRESSION/RENEWAL OF PRACTISING CERTIFICATE:


1. All staff must have job descriptions.
2. Incorporated in all job descriptions will be the relevant set(s) of National Professional Standards
3. All staff will be assessed annually against the appropriate set(s) of professional standards
4. The principal will be responsible for the assessments of all teaching staff
5. At the start of each year the Principal will confirm with each staff member which set(s) of standards will apply for the upcoming year.
6. The process of assessment will take three forms:

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- Self Review by each teacher.
 - Classroom observation by the Principal (or appropriate delegate)
 - Review of meetings to discuss progress against non-classroom performance expectations
7. Where a staff member is in disagreement regarding their assessment, a local review process is available (refer to Employment Agreement).
 8. The results of this annual assessment will be used for decisions about salary progression and renewal of practising certificate.

GUIDELINES RELATING TO TEACHERS CAUSING CONCERN:

1. If the principal has a concern about whether a teacher is fulfilling one or more aspects of the relevant national standards, he/she must discuss the area(s) of concern with the teacher and put in place an appropriate programme of assistance and guidance.
2. If the programme fails to remedy the concern the provisions of the Employment Agreement will apply.

Signed:  (Board Chair)

Name: Tim Dale

Date: 26/02/2017

Review Date:.....