

### Procedure for Conducting Self-Evaluation against National Standards

- B1 The aim of the annual self-evaluation against national standards, as required by the regulations, will be to identify – through professional dialogue - the standards which represent the most appropriate areas for professional development for individual teachers in the forthcoming appraisal cycle. Wherever possible, the self-evaluation will take place in the Autumn Term, so that the most helpful professional development performance management objectives can be identified – and any necessary arrangements made.
- B2 The 2012 Model Policy (“Setting Objectives”, paragraph 4) states that, with the exception of those teachers qualified by holding and maintaining QTLS status, “all teachers must be assessed against the set of standards contained in the document called “Teachers’ Standards” published in July 2011” It follows from this that each school needs to adopt a fair and evidence-based procedure for deciding whether or not these standards are met. The principal has a key role to play in ensuring that judgments are consistent across their school.
- B3 The key stages of the procedure are as follows:
- Time will be provided (PDT) for teachers to conduct a self-evaluation against the National Standards (Preamble, Part 1 and Part 2)
  - Each teacher’s appraiser will complete the evaluation in the same way. Where this indicates that performance may not be at the required level this will need to be in a position to back this up by reference either to written evidence previously shared with the teacher suggesting a standard is not met or to a lack of evidence allowing a judgment to be made that it is. The appraiser will then give their SLT line manager a summary of this process.
  - The evaluation will then be exchanged by the appraiser and the teacher may also wish to exchange their self-evaluation although there is no obligation to do so. The purpose of this exchange will to inform the discussion. At least a week will be allowed for the teacher to assemble any necessary evidence.
  - Teacher and appraiser will then attend a 45 minute Professional Dialogue meeting. The aim of the meeting will be to agree the standards against which the teacher’s performance will be assessed in the next appraisal cycle. Where the initial evaluation (or examination of evidence at the Professional Dialogue meeting) results in agreement that all relevant standards are met, the teacher will be free to identify the national standard against which he or she would like to be assessed by means of the professional development objective. Where the initial evaluation (or examination of evidence at the Professional Dialogue meeting) results in agreement that particular standards are not met, these standards will become those against which the teacher’s performance will be assessed in the next appraisal cycle
  - Where teacher and appraiser cannot reach agreement on whether or not a standard is met, the matter will be referred to the principal, who will meet with the teacher, consider all available evidence, and inform the teacher of his or her decision