



## 3:12 Attestation

Attestation provides professional accountability assurance to the Board and the wider community that staff are competent to practise and that teaching standards are being rigorously applied. In addition, an annual attestation enables the school to award salary increases when they are due.

### **There will be an annual attestation for all staff.**

- Teachers are required to be attested against the Interim Professional standards developed by the Ministry of Education in consultation with NZEI as set out in the NZEI Collective Contract.
- Support staff are attested against their job description and can also access the next salary step for their grade when they have been successfully attested.

### **Teachers**

1. Teachers will complete an attestation self-review form (Appendix 1) which will be confirmed by a senior leader through a classroom observation /visit and discussion.
2. Attestation will occur in the first term of the school year or the first term of employment – whichever comes first.
3. For teachers who are not at the top of their pay scale and receive a satisfactory attestation, the principal will verify this with Novopay and a salary step increase will be awarded on the teacher's employment anniversary.
4. If the teacher is not a union member, they will need to sign a new Individual Employment (IEA) to access the increase.
5. Failure to achieve one or two attestation key tasks may result in a teacher incorporating aspects of that key task into their appraisal.
6. Failure to reach minimum standards across several key task dimensions is likely to result in an advice and guidance programme. This will be determined through consultation between the teacher, the attester and the principal.

### **Support staff**

1. Staff will be attested against their job description tasks on an annual basis
2. Novopay will signal that an attestation is due.
3. Staff who are not at the top of the scale will be due for a pay increase and will receive that increase if they meet attestation requirements.
4. If such staff are union members, the salary increase will be awarded through Novopay. If the staff member is not a union member, they will need to sign a new IEA in order to access the increase - which will apply from the date of signing the agreement following the employment anniversary.
5. Support staff already at the top of the scale will still be attested annually but will not be able to access increases in pay. (See remuneration procedures for access to union increases).
6. Attestation forms for support staff are included in their job description.