



# Accreditation Policy 2011



**Our Lady Queen of Peace Greystanes**



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### **Accreditation at Professional Competence Procedures & Responsibilities**

This document is to be used in conjunction with the *Parramatta CEO Accreditation at Professional Competence Procedures and Support Materials – Handbook for Supervisors and New Scheme Teachers Nov 2005*

#### **The Principal will:**

- Appoint each new scheme teacher with a supervisor
- Ensure quality supervision of new scheme teachers
- Allow appropriate time and resources to assist the supervisor in their role
- Endorse the final accreditation report at Professional Competence and forward it to CEO for a decision.
- Negotiate a timeframe with the new scheme teacher and supervisor for an appropriate time frame for submission of final report
- Keep copies of all relevant documentation
- Support the supervising teaching in preparing the accreditation report

#### **The Assistant Principal will:**

- Ensure the process of accreditation is clearly explained to the new scheme teacher
- Ensure the new scheme teacher has a copy of the Framework of Professional Teaching Standards.
- Ensure that the new scheme teacher and the supervisor are aware of their responsibilities.

#### **The Supervisor will:**

- Be an experienced teacher
- Will provide formal feedback to the new scheme teacher about their progress towards competence in the Institutes standards within 12 months
- Write an accreditation report within two years which will form the basis on which the Parramatta Teacher Accreditation Authority will make a decision on the new scheme teacher's ability to reach the Professional Teaching Standards at professional competence.
- Organise with the new scheme teacher to undertake at least two classroom visits per term. These classroom visits must include time for follow up meetings and on going collegial discussions and reflections.
- Complete the experienced teacher/supervisor record at determined intervals throughout the year.

- Help the new scheme teacher to plan relevant professional development and seek resources to address any identified needs
- Co sign with the new scheme teacher any evidence collected to support the application for professional competence.
- Be familiar with the recommendations in the Teachers in the first Year of Service Review document.
- Keep all copies of signed, dated records of teaching observations and feedback discussions

**The New Scheme Teacher will:**

- Achieve accreditation of professional competence within three years
- Work with the supervisor to build capacity to meet institute standards by using the standards framework as an on-going bench mark for development
- Take responsibility for managing their own progress towards mandatory accreditation.
- Communicate with their colleagues to discuss teaching practice and progress
- Collect samples of work as per the Parramatta TAA collecting evidence guide
- Analyse and document their own progress against the standards through the use of reflective practice and journaling
- Advise their supervisor and colleagues of their support needs and regularly discuss their progress with their colleagues
- Seek professional engagement with their colleagues both within and outside the school to improve their practice.
- Keep all copies of signed, dated records of teaching observations, feedback discussions and reflective journals.