Referee Verification Form – Lead Teacher (LT)

STEP 1: Referee declaration and contact details

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| **Applicant’s name:** |  | **TRB number:**  |  |
| **Applicant’s school:** |  |
| **Referee’s name:** |  |
| **Referee’s position:** |  |
| **Referee’s school:** |  |
| **Referee’s email:** |  |
| **Referee’s phone number:** |  |
| **Is the referee the applicant’s current supervisor?**  |  |

Referee declaration:

I attest that the direct evidence provided in the applicant’s Assessment Stage 1 – Submission of evidence is a true and accurate representation of their practice. I affirm that I have viewed the applicant’s direct evidence and confirm that I have direct knowledge of the applicant’s practice. Should I be contacted by an Assessor I understand that my verbal comments will be documented and that they may be made available to the applicant upon written request to the Certifying Authority.

|  |  |
| --- | --- |
| **Referee’s signature:**  |  |
| **Date signed:**  |  |

STEP 2: Referee to mark the check boxes [x]  in the table below to identify the descriptors being verified

***Note:*** *Referees are required to view all the evidence for the marked descriptors being submitted by the applicant at Assessment Stage 1.*

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| **Standard 1:** **Know the students and how they learn** | **Standard 2:****Know the content and how to teach it** | **Standard 3:****Plan for and implement effective teaching and learning** | **Standard 4:****Create and maintain supportive and safe learning environments** | **Standard 5:****Assess, provide feedback and report on student learning** | **Standard 6:****Engage in professional learning** | **Standard 7:****Engage professionally with colleagues, parents/carers and the community** |
| [ ]  1.1 Lead colleagues to select and develop teaching strategies to improve student learning using knowledge of physical, social and intellectual development and characteristics of students.  | [ ]  2.1 Lead initiatives within the school to evaluate and improve knowledge of content and teaching strategies and demonstrate exemplary teaching of subjects using effective, research-based learning and teaching programs. | [x]  3.1 Demonstrate exemplary practice and high expectations and lead colleagues to encourage students to pursue challenging goals in all aspects of their education. | [x]  4.1 Demonstrate and lead by example the development of productive and inclusive learning environments across the school by reviewing inclusive strategies and exploring new approaches to engage and support all students.  | [x]  5.1 Evaluate school assessment policies and strategies to support colleagues with: using assessment data to diagnose learning needs, complying with curriculum, system and/or school assessment requirements and using a range of assessment strategies. | [x]  6.1 Use comprehensive knowledge of the Australian Professional Standards for Teachers to plan and lead the development of professional learning policies and programs that address the professional learning needs of colleagues and pre-service teachers. | [x]  7.1 Model exemplary ethical behaviour and exercise informed judgements in all professional dealings with students, colleagues and the community. |
| [x]  1.2 Lead processes to evaluate the effectiveness of teaching programs using research and workplace knowledge about how students learn. | [x]  2.2 Lead initiatives that utilise comprehensive content knowledge to improve the selection and sequencing of content into coherently organised learning and teaching programs. | [x]  3.2 Exhibit exemplary practice and lead colleagues to plan, implement and review the effectiveness of their learning and teaching programs to develop students’ knowledge, understanding and skills. | [x]  4.2 Initiate strategies and lead colleagues to implement effective classroom management and promote student responsibility for learning.  | [x]  5.2 Model exemplary practice and initiate programs to support colleagues in applying a range of timely, effective and appropriate feedback strategies. | [x]  6.2 Initiate collaborative relationships to expand professional learning opportunities, engage in research, and provide quality opportunities and placements for pre-service teachers.  | [x]  7.2 Initiate, develop and implement relevant policies and processes to support colleagues’ compliance with and understanding of existing and new legislative, administrative, organisational and professional responsibilities. |
| [x]  1.3 Evaluate and revise school learning and teaching programs, using expert and community knowledge cultural, religious and socioeconomic backgrounds | [x]  2.3 Lead colleagues to develop learning and teaching programs using comprehensive knowledge of curriculum, assessment and reporting requirements. | [x]  3.3 Work with colleagues to review, modify and expand their repertoire of teaching strategies to enable students to use knowledge, skills, problem solving and critical and creative thinking. | [x]  4.3 Lead and implement behaviour management initiatives to assist colleagues to broaden their range of strategies. | [x]  5.3 Lead and evaluate moderation activities that ensure consistent and comparable judgements of student learning to meet curriculum and school or system requirements. | [ ]  6.3 Implement professional dialogue within the school or professional learning network(s) that is informed by feedback, analysis of current research and practice to improve the educational outcomes of students. | [x]  7.3 Identify, initiate and build on opportunities that engage parents/ carers in both the progress of their children’s learning and in the educational priorities of the school. |
| [x]  1.4 Develop teaching programs that support equitable and ongoing participation of Aboriginal and Torres Strait Islander students by engaging in collaborative relationships with community representatives and parents/carers. | [x]  2.4 Lead initiatives to assist colleagues with opportunities for students to develop understanding of and respect for Aboriginal and Torres Strait Islander histories, cultures and languages. | [x]  3.4 Model exemplary skills and lead colleagues in selecting, creating and evaluating resources, including ICT, for application by teachers within or beyond the school. | [x]  4.4 Evaluate the effectiveness of student wellbeing policies and safe working practices using current school and/ or system, curriculum and legislative requirements and assist colleagues to update their practices. | [x]  5.4 Co-ordinate student performance and program evaluation using internal and external student assessment data to improve teaching practice.  | [x]  6.4 Advocate, participate in and lead strategies to support high-quality professional learning opportunities for colleagues that focus on improved student learning. | [x]  7.4 Take a leadership role in professional and community networks and the involvement of colleagues in support external learning opportunities. |
| [x]  1.5 Lead colleagues to evaluate the effectiveness of learning and teaching programs differentiated for the specific learning needs of students across the full range of abilities.  | [x]  2.5 Monitor and evaluate the implementation of teaching strategies within the school to improve students’ achievement in literacy and numeracy using research-based knowledge and student data.  | [x]  3.5 Demonstrate and lead by example inclusive verbal and non-verbal communication using collaborative strategies and contextual knowledge to support students’ understanding, engagement and achievement | [x]  4.5 Review or implement new policies and strategies to ensure the safe, responsible and ethical use of ICT in learning and teaching. | [x]  5.5 Evaluate and revise reporting and accountability mechanisms in the school to meet the needs of students, parents/carers and colleagues. |  |
| [x]  1.6 Initiate and lead the review of school policies to support the engagement and full participation of students with disability and ensure compliance with legislative and/or system policies.  | [x]  2.6 Lead and support colleagues within the school to select and use ICT with effective teaching strategies to expand learning opportunities and content knowledge for all students.  | [x]  3.6 Conduct regular reviews of teaching and learning programs using multiple sources of evidence including: student assessment data, curriculum documents, teaching practices and feedback from parents/carers, students and colleagues |  |  |
|  | [x]  3.7 Initiate contextually relevant processes to establish programs that involve parents/carers in the education of their children and broader school priorities & activities.  |

STEP 3: Referee to verify direct evidence and provide evaluative comments of the applicants practice against the descriptors

***Note:*** *If you have provided an observation report for an applicant that has been submitted as part of their Stage 1 Portfolio of Evidence, please refer to that observation as part of your evaluative comments. Assessors will discuss with referees the applicant’s practice against the relevant Standards which will be documented and retained as part of the assessment process.*

If you require additional space to complete these evaluative comments, please expand this text box.