

Rater selection instructions

You will nominate raters from the categories outlined in the table below. The categories selected, and the number of raters nominated in each, will depend on your individual context.

You are encouraged to nominate a number of raters to ensure your feedback is broad and provides a range of views on your leadership. Raters should have had the opportunity to observe your leadership practice on a regular basis within the last 6 – 12 months.

For all rater categories selected, except 'Self' and 'Line Manager', a minimum of two raters must complete the survey for you to receive results in that category. If only one rater in a category completes a valid survey (responding to more than 70% of the survey items), you will be asked to combine rater categories upon the survey deadline.

Rater category	Definition	Guidance
Self	Your personal reflection on your leadership	This category is required.
Leadership Team	Staff with formalised leadership roles	We recommend all leadership team members provide feedback. Where there are less than two members in the Leadership Team, nominate the Leadership Team within the 'Staff' category.
Staff	Includes teaching, education support and administration staff	In a small school (e.g. less than 200 students), we recommend you nominate all staff members to provide feedback. In a larger school, select a number of staff with whom you are in regular contact, and have worked with over the past 6 – 12 months.
Line Manager	Person(s) to whom you report	We recommend you include one or more Line Managers to whom you are reporting. As Line Manager feedback is reported separately, it is critical that your nominated Line Manager has an accurate understanding of your leadership practice and has had an opportunity to observe your leadership for the previous 6 – 12 months.
Peers	Includes other principals, colleagues or system/sector level staff with whom you have regular contact	Optional category. If selected, only include peers with whom you are in frequent contact, and have worked with over the past 6 – 12 months.
Others	Includes students, parents, school governance members and members of the school community	Optional category. If selected, only include individuals who have had the opportunity to observe your leadership on a frequent basis over the past 6 – 12 months. Due to the content and language of the survey, student nominations should be directed to senior secondary students only.

Communicating with your raters

We highly recommend that you first ask your potential raters verbally and/or through a personal email, before selecting them formally on the survey platform. This will help your raters understand why their feedback is important to you and the school more broadly. It will also help maximise the likelihood of them completing the survey.

Communicate verbally with your raters

1. When asking your potential raters to participate in the process, inform them of the:
 - purpose of undertaking the 360° Reflection Tool
 - reason you would like them to participate as your rater (i.e. you value their feedback)
 - duration needed to complete the survey (approx. 45 minutes)
 - period of time the survey will be available (i.e. four weeks)
 - confidentiality of their responses (i.e. feedback is confidential, however comments in the 'reflective comments' section will be reported verbatim).
2. Ask if they are happy to participate in the survey process as your rater.

Communicate via email

This sample email is provided for you to send to your potential raters. Please adapt the email to your context and rater relationship.

[Click here](#) to open the sample email in email format.

Dear <rater's name> ,

I have chosen to participate in AITSL's 360° Reflection Tool as a professional learning activity to gather feedback on my leadership.

The 360° Reflection Tool has been developed around the *Australian Professional Standard for Principals* (the Standard). The survey questions are based on a series of observable behaviours and actions that school leaders demonstrate in their work.

I would like you to complete the survey as a 'rater'. As a rater, your task is to answer the survey questions honestly and thoughtfully. The feedback you provide will be confidential and anonymous and will not be attributed to you. At the end of the process I will receive a report that de-identifies all feedback.

The survey will take approximately 45 minutes to complete, and you will be able to login and out at your leisure, until you complete the survey. The survey will remain open for four weeks to ensure you have ample time for completion.

[Click here](#) for further information about the survey and your involvement, together with resources to develop your understanding of the Standard and the 360° Reflection Tool. These resources include:

- *Process and guidance for raters*
- *Australian Professional Standard for Principals*
- 360° Reflection Tool Attributes Model
- Exemplar feedback report – includes reference to the survey items.

The [Frequently Asked Questions](#) may assist with any queries you have.

I appreciate your participation in the 360° Reflection Tool on my behalf. I look forward to being able to use the results to strengthen my leadership.

<Add your signature block here>