

POLICY: PERFORMANCE MANAGEMENT AND APPRAISAL

Rationale

An effective Performance Management System will support, assist and encourage staff to achieve a high level of performance in all areas of their work. At the same time, this will benefit staff in terms of recognition, receiving feedback, catering for work needs and offering career guidance and to facilitate the process of attestation.

Purposes

1. To meet the requirements of the Education Act (1989) and the State Sector Amendment Act (1989) and NZQA Accreditation criteria, the National Administration Guidelines, and the Collective Employment Contract.
2. To meet Charter Goals and Objectives, and school Targets.
3. To ensure that each staff member understands what is expected of them.
4. To ensure each staff member is provided with feedback, recognition and support to develop professionally as well as enhance their contribution to the school.
5. To identify professional development requirements of each staff member.
6. To ensure that each staff member is accountable for his/her performance.
7. To provide documentation for the process of attestation and registration.

Guidelines

1. The responsibility for the implementation of this policy is delegated to the Principal ? Deputy Principal?
2. The appraisal process will include self review, classroom observation, plus an appraisal interview. Student feedback is an important part of this process.
3. The appraiser will provide feedback to the appraisee about his/her evaluation and will identify the information supporting these conclusions.
4. The appraisee will give feedback to the appraiser on the adequacy of support and assistance provided by the appraiser over the appraisal period.
5. Documentation is usually required by the end of Term 1. By this time school targets will have been set. Staff are required to have two personal objectives, one relating to their role as a House Tutor/ Dean/ Head of House/ Head of Department/ Teacher In Charge of subject/ Position of Responsibility.

6. A copy of the summary is to be provided to the Deputy Principal and Principal for purposes of satisfying the PMS guidelines.
7. The information contained in the documentation with respect to the appraisal meetings is confidential to the appraisee, appraiser and the Principal.
8. Performance Management documentation will be appropriate also for the process of attestation.
9. The Principal will report to the Board annually regarding the implementation of this policy.
10. In the event of the appraisee disagreeing with the final report and this matter not being resolved by the appraisee and appraiser, the matter will then be referred to the Principal for resolution.

REVIEW: This policy will be reviewed according to the Board of Trustees' triennial Programme of self-review 2018.

DATE CONFIRMED: 30 June 2015