

Rotorua Lakes High School

Te Hā o Te Manawa RTLB Cluster 20

POLICY: PERSONNEL **PROCEDURE: Appraisal**

RTLB appraisal and development is a dynamic and continuous process. Appraisal provides a balance between accountability and supported development. RTLB are appraised according to the dimensions within the Practising Teacher Criteria.

Guidelines

Term 1 Planning and Goal Setting

- Annual planning will be completed by the RTLB management team in consultation with cluster RTLB.
- Cluster goal(s) will be set by the RTLB Cluster Manager.
- The RTLB Cluster Manager will communicate the focus cluster goal for the current year's appraisal cycle to cluster RTLB.

Term 2 Initial Appraisal Meeting

- The appraisee will select an appraiser from the RTLB management team.
- The appraiser will initiate contact with the appraisee to negotiate the initial meeting date, time and venue:
 - one to one and a half hour,
 - the appraisee may invite a critical friend; an RTLB from within Te Hā o Te Manawa RTLB Cluster 20 to attend.
- The purpose of the initial meeting is to set relationship expectations of both the appraiser and appraisee.
- The *Initial Appraisal Meeting* document will be completed at the initial meeting, and signed by the appraiser and appraisee at the end of that meeting:
 - one focus cluster goal is recorded, possible evidence demonstrating improved outcomes for ākonga and any assistance needed to achieve this is noted,
 - one to two professional learning goals will be set; one goal may come from the previous appraisal and an identified area of need, and a further goal may come from an area of interest and/or strength,
 - possible evidence demonstrating improved outcomes for ākonga, and any assistance, including professional learning, needed to achieve this is noted.
 - an inquiry question, relating to the cluster goal or a professional goal, will be recorded.
 - the appraisee may choose a critical friend to support them through the current appraisal cycle,
 - at least 2 further review meetings will be set with the RTLB Practice Leader and/or their chosen critical friend.

Inquiry Planning

- Cyclic goal(s) will have inquiry plan(s) that demonstrate improved outcomes for ākonga.
- The appraisee will choose the inquiry model that best suits their needs to formulate their inquiry plan.
- The appraisee will document evidence that demonstrates the progress and reflection towards achievement of goals.

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- An inquiry is not time specific, and may be large inquiries or 'mini' inquiries.
- RTLB will ensure that access to goals, inquiry plans and reflections are available to the RTLB Cluster Manager on Interlead Appraisal Connector e.g. hyperlinked, uploaded documents and/or written directly onto Interlead Appraisal Connector.

Term 3 Observations

- The appraisee will undergo at least one observation on one part of the RTLB practice sequence per appraisal cycle:
 - the appraisee will identify the person best suited to the purpose of the observation to undertake the observation,
 - the appraisee and observer may use a range of modes of observation e.g. video clip, sound bite, in person,
 - the *Appraisal Observation* document, or similar, will be completed by the observer to evidence each observation.
- The observer will meet with the appraisee at the conclusion of the observation to feedback on strengths observed and engage in collaborative reflection to improve practice.
- The *Appraisal Observation* documents completed by the observer will be sighted by the RTLB Cluster Manager at the final appraisal meeting in Term 4.

Review Meetings

- The appraisee will meet with the RTLB Practice Leader and/or their chosen critical friend at least twice during the current appraisal cycle.
- The purpose of the review meeting is to collaboratively reflect on progress toward goals.
- The *Appraisal Review* document will be completed at the review meetings:
 - review of goals,
 - review of inquiry plan and evidence,
 - review assistance and personnel needed,
 - viewing of evidence that connects RTLB practice to the Practicing Teacher Criteria. This will be completed on the *Backwards Mapping of the Evidence* document,
 - collaborative identification of next steps.
- The *Appraisal Review* documents completed at Review meetings will be sighted by the RTLB Cluster Manager at the final appraisal meeting in Term 4.

Term 4 Final Appraisal Meeting

- The RTLB Cluster Manager will set a final appraisal meeting with the appraisee in Term 4 or early Term 1 of the current appraisal cycle:
 - approximately one hour,
 - the appraisee may invite their appraiser, their critical friend and/or a Te Hā o Te Manawa Cluster 20 RTLB peer, who has been formally involved in the current appraisal cycle, to attend.
- The appraisee will bring all their appraisal documentation to this final appraisal meeting.
- The purpose of the final appraisal meeting will be for the RTLB Cluster Manager and the appraisee:
 - to sight and collaboratively review evidence relating to the current appraisal cycle - initial appraisal meeting, observations, appraisal review meetings, backward mapping of the evidence that connects RTLB practice to the Practicing Teacher Criteria,
 - to collaboratively identify area(s) for future development.
- The RTLB Cluster Manager will complete the final report section of the *Final Appraisal Meeting* document within two weeks, and forward it to the appraisee. A copy will be retained by the RTLB Cluster Manager.

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Strategic Planning Review

- A review of the cluster Strategic Plan will be completed by the RTLB management team in collaboration with cluster RTLB and other stakeholders.

REVIEW: This procedure will be reviewed according to Te Hā o Te Manawa's triennial programme of self-review October 2019, or as required.

DATE CONFIRMED: 25 October 2016