

Wakari School Board of Trustees
**PERFORMANCE MANAGEMENT
POLICY**

Revised: April 2010



PURPOSE

- To evaluate each staff member's performance against pre-defined objectives to identify successes, achievements and aspects requiring development. Information obtained from appraisals provides the basis for decisions about priorities for professional support and development.
- To follow procedures that comply with the Performance Management Notice, Education Gazette, 10.2.97.
- To consider how teachers are meeting the Professional Standards as required by the Primary Teachers (including Assistant and Deputy Principals and other Unit holders) in the current Collective Employment Contract.

OBJECTIVES

- 1 **School-based Framework:** Staff appraisal and development operates within an integrated staff management and curriculum planning framework which focuses on the needs of the school, staff and wider community, and which is prepared in consultation between Board and staff.
- 2 **Principles:** Staff appraisal procedures are consistent with principles of openness, transparency, professional advancement, confidentiality and helpfulness to staff members.
- 3 **Responsibility:** The Board chairperson is responsible to the Board for the appraisal of the Principal, and the Principal is responsible to the Board for the appraisal of all other staff in a manner consistent with this policy. The Principal may delegate appraiser duties to senior staff while still being ultimately responsible to the Board.
- 4 **Annual Appraisal:** Every permanent member of staff is appraised annually. Appraisal will also include assessment against the requirements (reflected by the development of 'performance indicators' with staff), of the relevant professional standards as determined in the Primary Teachers (including Assistant and Deputy Principals and other Unit holders) Collective Employment Contract 1998-2000'.
- 5 **Confidentiality:** Individual appraisal documents are confidential to the staff member and the appraiser (including the Principal), and no part of that document may be made available or divulged in any way to another party without the written and signed consent of the staff member and appraiser (including the Principal).
- 6 **Performance Expectations:** Every permanent member of staff has a job description containing objectives that form the basis for performance appraisal, in relation to teaching, school-wide and management responsibilities. Job descriptions may be revised from time to time.
- 7 **Annual Development Objectives:** Additional to job description objectives, one or more annual development objectives are mutually agreed between the chairperson and Principal / Principal and each staff member, along with a written statement of the assistance or support to be given. Development objectives are included in the appraisal.

- 8 **Appraisal Process.** The appraisal process requires that:
- (a) each staff member conducts an independent self-appraisal by rating and noting performance in relation to job description and development objectives. Performance will be marked on a profile as ACHIEVED, DEVELOPMENT NEEDED, or NOT APPLICABLE;
 - (b) the appraiser independently marks and notes performance of the staff member in relation to the same job description and development objectives, ensuring that decisions are formed after suitable observation of teaching;
 - (c) the appraiser and appraisee meet together to discuss and compare their respective views and Ratings of performance, and to decide on an agreed rating for each performance objective, taking account of all available evidence to support the decisions. Where agreement cannot be reached, this is noted, along with reasons. The appraiser's copy of the appraisal document is the official report, which is to be signed by the appraiser and staff member to verify the completion of the process. The appraiser and staff member shall each have a copy of the completed report, which will include completion of the Appraisal and Development summary sheet. Where the appraisal has been delegated to senior staff, a copy of the summary sheet will be given to the Principal.
- 9 **Disputes.** Should a dispute arise that cannot be resolved between the appraiser and staff member, they will together agree on an independent person to mediate discussion with a view to resolving the dispute. The mediator will be bound by strict confidentiality.
- 10 **Professional Development** Each year each staff member receives opportunities and support for undertaking personal professional development and improvement. A record is kept of each staff member's professional programme and the support provided.

EFFECTIVENESS REVIEW

- 1 This policy will be reviewed by the board in accordance with its triennial programme of self-review.
- 2 The board will make its review report available to parents and staff.

Board Chairperson

Date