

Wakari School Board of Trustees
STAFF APPRAISAL AND DEVELOPMENT POLICY
19 May 1997

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) Collective Employment Contract 1998 – 2000.

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.

