



STAFF APPRAISAL POLICY (PERFORMANCE MANAGEMENT) NAG 3

RATIONALE:

New Zealand legislation and Ministry of Education regulations make staff appraisal mandatory in schools. Appraisal aims to improve the quality of teaching and learning outcomes achieved by the school and the people in it by:

- linking the goals and efforts of staff to the goals and directions of the school
- providing staff with support and development opportunities to enable them to achieve their personal and professional goals.

PURPOSES:

Performance appraisal will:

- (1) Endeavour to improve the quality of teaching and learning
- (2) Meet obligations of quality assurance and accountability
- (3) Ensure each teacher is provided with opportunities for appropriate professional development
- (4) Ensure staff have the opportunity to express their views on their own performance and discuss career development
- (5) Foster self appraisal (review and reflection)
- (6) Assist evaluation of organisation and programmes in relation to school objectives
- (7) Be an open, honest and positive experience.
- (8) Be used and promoted as a coaching tool to facilitate the development of all staff.

GUIDELINES:

1. The Principal is appraised by the Board and is accountable for the implementation of a staff appraisal scheme.
2. All staff are appraised annually according to the **'Growing and Informing Great Teachers, Leaders and Support Staff'** appraisal process at Elim Christian College.
3. The appraisal process comprises an annual cycle for agreeing performance expectations, collecting data, monitoring and a formal interview.
4. Appraisal reports will be filed with the Deputy Principal.
5. Agreed professional development objectives will be supported and resourced through professional development plan and budget.
6. Procedures for data collection will be negotiated individually, consistent with the Appraisal Kit.
7. Appraisal will be implemented according to agreed school procedures.

8. Appraisal will be mandatory for all full and part-time teaching positions and all support staff.
9. The **'Growing and Informing Great Teachers, Leaders and Support Staff'** appraisal process is written in accordance with MOE and ERO guidelines. It is reviewed annually.

The set procedures will accompany but not form part of this policy.

DISPUTES PROCEDURE:

In the case of a dispute the following procedures will apply:

- In the first instance an attempt should be made to resolve any dispute by the appraiser and appraisee concerned.
- If this is unsuccessful, the Principal should be approached to resolve the issues and both parties given the opportunity to present their concerns.
- If this fails, or in the case of staff appraised by the Principal, then the concerns are presented to the Chairperson of the BOT who will adjudicate.
- The Board of Trustees may choose to bring in an independent appraiser from outside the school.

The Appraisal Policy implementation will be monitored by the Principal.

Ratified by Board: _____

Signed for B.O.T.

Date

Date for Review: _____