

**PERFORMANCE MANAGEMENT OF SUPPORT (NON-TEACHING) STAFF****Rationale:**

To ensure a fair and equitable performance appraisal for support staff is in place.

Purpose:

To provide a process for support staff performance appraisal that achieves organisational and personal goals through systematically:

- Aligning performance with school goals
- Identifying personal goals
- Assisting personal development
- Ensuring that the school's development plan goals are met
- Giving specific feedback to staff
- Providing a basis for senior staff to make organisational decisions
- Identifying high performance
- Succession Planning
- To provide feedback on "values" and "behaviours"

Definitions:

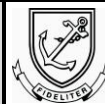
"Non teaching" or "Support" staff refer to those staff who do not hold a Registered Teachers' classification or are employed in a position not requiring Teachers Registration.

Scope:

This policy applies to all support staff in the school.

Guidelines:

1. Each staff member will participate in the appraisal process at least once within a twelve-month period
2. Performance Appraisal is the Principal's responsibility, but may be delegated to other staff members (e.g. Executive Officer).
3. Each staff member will have a job description, which will form the basis for the performance management system. Once a year, a set of goals and indicators will be agreed upon between the staff member and their appraiser. These will be reviewed and progress and performance assessed during the appraisal interview.
4. A support staff appraisal questionnaire will be used at the appraiser's discretion.
5. Meetings will take place between the appraiser and appraisee whenever necessary, throughout the year.
6. Self-appraisal, followed by appraisal through discussion with the appraiser will lead to a written, agreed report.
7. All appraisal reports are confidential to the appraiser, appraisee, Principal and Board.
8. A review process will be made available to staff who are dissatisfied with the results of the appraisal.

**Related policies:**

1. Performance Management of Principal
2. Performance Management of Teaching Staff

References or Sources:

1. Annual appraisal timeline
2. Appraisal Web and Support Staff Appraisal Questionnaire

Review details:

Version No	Action	Date
1	Reviewed NEE	Nov 2007
1	Approved SMT	Nov 2007
1	Ratified by BoT	Dec 2007
2	Reviewed KIR, NEE	Jul 2013
2	Ratified by BoT	Jul 2013
3	Reviewed SMK, NEE	Jun 2016
3	Ratified by BoT	Jul 2016
Review cycle:	3 years	Due for Review: Jul 2019

Management Contact:

Executive Officer