

**PERFORMANCE MANAGEMENT OF TEACHING STAFF****Rationale:**

Performance appraisal increases staff accountability and leads to greater effectiveness in terms of teaching and learning

**Purpose:**

Performance management of staff will achieve organisational, classroom and personal goals through systematically:

- Aligning performance with school goals
- Identifying personal goals
- Assisting personal development
- Supporting the development of effective teaching programmes
- Ensuring accountability of delivery of effective teaching programmes
- 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
- Meeting the requirements for Teachers Registration and the Practising Teacher Criteria
- Identifying high performance
- Succession Planning
- To provide feedback on "values" and "behaviours"

**Definitions:**

"Teaching Staff" refer to those members of staff who hold a Registered Teachers classification and are employed in a position requiring such registration.

**Scope:**

This policy applies to all departments and individuals who teach in those Departments.

**Guidelines:**

1. Each teacher will be appraised annually.
2. The Board of Trustees' Chairperson is responsible for the Principal's appraisal (see Performance Management of Principal Policy).
3. All other staff appraisals are the Principal's responsibility (or as delegated by the Principal).
4. Every staff member will have a job description, which will form the basis for their performance management. Once a year, goals and indicators will be agreed between staff members and their appraiser. These will be reviewed and progress and performance assessed during the year, and in the appraisal interview.
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.
9. Teachers causing concern in relation to not being a satisfactory teacher (Education Council) will have their formal appraisal based on the criteria for classroom teachers and/or Management Unit (MU) MMA holders as appropriate.

**Related policies:**

1. Performance Management of Principal
2. Performance Management of Support staff



## PERFORMANCE MANAGEMENT OF TEACHING STAFF

### References or Sources:

1. Appraisal Timeline
2. Appraisal Web
3. Education Council of New Zealand

### Review details:

Version No	Action	Date
1	Reviewed KIR	Oct 2007
1	Approved SMT	Oct 2007
1	Ratified BoT	Oct 2007
2	Reviewed KIR, GIL	Jul 2013
2	Ratified BoT	Jul 2013
3	Reviewed SMK, MOR	Jun 2016
3	Ratified BoT	Jul 2016
Review cycle:	<b>3 years</b>	Due for Review: <b>Jul 2019</b>

### Management Contact:

Principal