



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. Business/Financial Manager).
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.



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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:

Review Date	Reviewed by
Jul 2022	MOR
Review cycle: 3 years	Due date for Review: Jul 2025

Management Contact:

- Business/Financial Manager