



PERFORMANCE MANAGEMENT OF TEACHING STAFF

Rationale:

Performance management 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 undertake a professional growth cycle (PGC) annually.
2. The Board of Trustees' Chairperson is responsible for the Principal's appraisal (see Performance Management of Principal Policy).
3. All other staff PGCs 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



PERFORMANCE MANAGEMENT OF TEACHING STAFF

between staff members and their Line Manager. These will be reviewed and progress and performance assessed during the year, and in the PGCs interview.

5. Meetings will take place between the relevant parties 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 PGCs reports are confidential to both parties, Principal and Board.
8. A review process will be made available to staff who are dissatisfied with the results of the PGCs
9. Teachers causing concern in relation to not being a satisfactory teacher (Education Council) will have their formal PGCs 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

References or Sources:

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

Review Details:

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

Management Contact:

- Principal