

GREYTOWN SCHOOL POLICY STATEMENT

Performance Management – Teacher Registration/Salary Progression/Competency

Rationale

Clear procedures outline processes required for registration, salary progression and competency provide protection for both employer and employee.

Purpose

To provide clear guidelines that ensure sound procedures for:

- Inducting provisionally registered teachers.
- Ensuring the quality of staff seeking salary progression and renewal of their practicing certificate.
- Dealing with cases where aspects of a teacher's performance are causing concern.

Guidelines

Provisionally Registered Teachers

1. Beginning Teachers will be allocated a tutor who has overall responsibility for the programme of advice and guidance which will include:
 - regular meetings with the tutor
 - timetabled opportunities to observe teachers with particular expertise
 - opportunities to visit other schools
 - participation in any appropriate course set up to help beginning teachers.

Salary Progression

2. Attached to all staff job descriptions will be the relevant set of National Professional Standards including performance indicators against which staff will be assessed.
3. The Principal will be responsible for assessing all teaching staff.
4. The process of assessment will include:
 - classroom observation
 - self review of performance
 - review meetings with the principal
5. Where a staff member is in disagreement regarding their assessment, a local review process is available as outlined in the Primary Teachers Contract.
6. The results of this annual assessment will be used for both decisions about salary progression and renewal of the practicing certificate.
7. The responsibility for initiating salary progression lies with the staff member.

Teachers Causing Concern

8. If the Principal has a concern about whether a teacher is fulfilling one or more aspects of the relevant national performance standards s/he must discuss the concern with the teacher and put in place an appropriate programme of guidance and assistance.
9. If the programme fails to remedy the concerns the provisions in clause 3.6(a-e) of the Primary Teachers Contract will apply.

Formulated Nov 2006
Reviewed Nov 2009
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Signed _____ Chairperson