

GREYTOWN SCHOOL POLICY STATEMENT

Performance Management – Teachers/Deputy Principal

Rationale

Performance Management Systems provide opportunities for teaching staff set and achieve goals that ensure that all teachers have the required ability and skill to provide high quality education for children.

Purpose

The Performance Management process provides for:

- targeted professional development for all staff
- the appraiser to support the work of the appraisee
- constructive feedback to the person being appraised
- the appraisee to review and set personal and professional goals on an annual basis.

Guidelines

1. All staff with teaching duties or management responsibilities will need to undergo performance appraisal at least once every 12 months.
2. Each staff member will have an agreed appraiser.
3. Every member of the staff will have an agreed job description.
4. Each year the appraisal process will begin with a meeting with the Principal in Term 1 to discuss and set developmental goals for the year. These goals to be based on the previous year's appraisal and the schools development plan.
5. The appraisal process requires ongoing contact and support and includes:
 - an interview between appraiser and appraisee where a time frame is negotiated and set, and requirements for meeting objectives are agreed.
 - classroom observation by the appraiser.
 - a review meeting with the appraiser during term 4 to discuss progress against performance expectations.
 - a process of self review
 - a discussion between appraisee and appraiser evaluating performance against goals set.
6. All results of performance appraisal are confidential to the person being appraised his/her appraiser and the principal. Information no longer relevant to appraisal to be destroyed after 3 years.
7. The Board of Trustees responsibilities are confined within its governance role ensuring that:
 - the policy is carried out as defined.
 - there are funds allocated for professional development.
8. A review of the appraisal can be requested by the appraisee if the appraisee:
 - is uncomfortable with the appraiser
 - dissatisfied with the results of the appraisal
9. A different appraiser based on the original specified performance objectives shall undertake the review.

Formulated June 2002
Reviewed Nov 2006
Reviewed Nov 2009
Review Date Nov 2012

Signed _____ Chairperson