

CENTRAL SCHOOL

Te Kura Waenga O Ngāmotu



NAG 3 - STAFF APPRAISALS POLICY

PURPOSE

Annual performance appraisals of all staff enables management and self-evaluation of performance criteria with an emphasis on improving education outcomes for students. It also provides staff with a professional development plan to deliver personal growth.

POLICY

1. The objective of annual performance appraisals is to improve the quality of student learning by enhancing the development of staff. The Principal under the direction of the Board of Trustees shall ensure that staff appraisals occur on an annual basis. The Board shall ensure that the Principal's appraisal occurs on an annual basis (refer to *NAG 3 - Principal performance management policy*).
2. Appraisals should assist teachers to:
 - (a) Realise the school's collective vision.
 - (b) Focus on individual teacher needs to improve effective practice.
 - (c) Realise personal professional goals.
 - (d) Achieve school wide goals in curriculum implementation and effective teaching practice.
3. Appraisals are undertaken to ensure management and teaching staff meet the requirements of the relevant professional standards for purposes of attestation and professional accountability.
4. Appraisals must ensure
 - (a) Professional Development opportunities are discussed and encouraged.
 - (b) That staff who require support can receive it.

- (c) Issues of competency can be identified and addressed.
 - (d) The opportunity to give open feedback on any issues in a confidential environment is provided.
5. The Principal shall report to the Board of Trustees on performance appraisals on an annual basis.

GUIDELINES

1. Teaching Staff and Management

Teaching staff and management shall be appraised by the Principal (who may also involve other appraisers at their discretion) and the appraisal shall include:

- (a) Clear criteria for the attainment of the relevant professional standards for provisionally and fully registered teachers, experienced teachers and middle management will be discussed and set.
- (b) Professional agreements and job descriptions being confirmed annually.
- (c) An annual assessment against the professional standards applicable and Registered Teacher's Criteria.
- (d) Support for the development and achievement of personal development goals and allocation of resourcing organised as appropriate.
- (e) Payroll advised of having met attestation requirements (or otherwise) for the purpose of annual salary step increments.
- (f) Identification of any competency issues and action taken as deemed appropriate.

2. Non-teaching Staff

Non-teaching staff shall be appraised by the Principal (or their delegate) and the appraisal shall include:

- (a) An annual review of job description.
- (b) An annual assessment against the job description.
- (c) Development of individual professional development goals and resourcing allocated as appropriate.
- (d) Payroll advised on annual pay step increments.
- (e) Support provided for staff members who require it.

(f) Identification of any competency issues and action taken as deemed appropriate.

3. The Principal shall annually report to the Board on staff performance (teaching and non-teaching) across the school.