

## **PERFORMANCE MANAGEMENT**

Reviewed 19.09.11; Reviewed Nov/Dec 2013 (Tracy/Donal)

### **ACTION**

To establish a system of staff performance appraisal that improves the quality of teaching and learning achieved by the school and its staff by providing support and development opportunities that will enable them to achieve their personal and professional goals.

### **GUIDELINES**

1. The Principal has the delegated responsibility for the implementation of the appraisal policy.
2. The appraisal of the Principal is the responsibility of the Board.
3. Funding to implement the appraisal policy will be made available where appropriate.
4. A negotiated written statement as to the process will be agreed by involved parties.
5. The appraiser and the appraisee will set development objectives and outline the support required.
6. The appraisal process will include:
  - Observation of teaching/videoing of practice
  - Discussion of achievement of performance expectation with appraiser
  - An appraisal report prepared in consultation between appraiser and appraisee.
7. All documents are confidential to the person being appraised and his/her appraiser, the appraiser's appraiser and Principal.
8. The appraisal cycle is to occur on an annual basis.
9. The Principal will report to the board advising them about the process at various times during the year.
10. Beginning teachers or fully registered teachers who are unable to meet the RTC\* within the specified period will be required to undergo competency procedures as set out in the Collective Employment Contract.
11. Experienced teachers unable to meet the professional standards will return to being assessed against the standards for fully registered teachers. If they do not meet the professional standards at this level they will be required to undergo competency procedures.
12. The final decision on whether the standards have been met, including how much information is required to reach this decision, is made by the principal and/or person/s responsible for the assessment.
13. Refer to each staff members individual Appraisal / Performance Management Folio.

\*RTC – Registered Teacher Criteria