



PAPAKAIO SCHOOL



Staff Appraisal Procedure 310

PURPOSE

To evaluate each staff member's performance against pre-defined objectives to identify successes, achievements and aspects requiring development and to provide quality feedback that facilitates professional growth and ultimately improved outcomes for students. Information obtained from appraisals provides the basis for decisions about priorities for professional support and development.

To follow procedures which comply with the Performance Management Expectations of The Teachers' Registration Council.

SCHOOL-BASED FRAMEWORK

Staff appraisal and development operates within an integrated staff management and Curriculum planning framework which focuses on the needs of the school, staff and wider community, and which is prepared in consultation between Board and staff.

PRINCIPLES

Staff appraisal procedures are consistent with principles of openness, transparency, professional advancement, confidentiality and helpfulness to individual staff members.

RESPONSIBILITY

The Board Chairperson is responsible to the Board for the appraisal of the Principal, and the Principal is responsible to the Board for the appraisal of all other staff in a manner consistent with this policy. The Principal may delegate appraiser duties to senior staff while still being ultimately responsible to the Board.

ANNUAL APPRAISAL

Every permanent member of staff, teacher and non-teacher is appraised annually. The Board Chairperson and the Principal will formally report to the Board each year that they have administered appraisals in accordance with this policy.

CONFIDENTIALITY

Individual appraisal documents are confidential to the staff member and the appraiser (including the Principal), and no part of that document may be made available or divulged in any way to another party without the written and signed consent of the staff member and appraiser (including the Principal).

PERFORMANCE EXPECTATIONS

Every permanent staff member has a job description containing the Registered Teacher Criteria as agreed by the Primary Teachers Award and The N.Z. Teachers Council that form the basis for performance appraisal in relation to teaching, school-wide and management, responsibilities. Job descriptions may be revised from time to time subject to approval being given by the principal to any changes made.

ANNUAL DEVELOPMENT OBJECTIVES

Additional to job description objectives, one or more annual development objectives are mutually agreed between the Chairperson and the Principal/Principal and each staff member. These goals are consistent with the school-wide development, school targets, individual's next development steps and national priorities.

PROFESSIONAL DEVELOPMENT

Each year all staff members, teaching and non-teaching, receive opportunities and support for undertaking personal professional development and improvement. A record is kept of each staff member's professional development programme and the support provided.

APPRAISAL PROCESS

Appraisal will include the collection and analysis of a wide range of the following

- in-class observations
- analysis of class achievement and attendance data
- teacher self-appraisal
- Student feedback
- Curriculum reports
- Contribution to School Targets and Development Areas
- Teacher's Planning and evaluations
- Appraisal Folder reflections and Teacher Inquiry Record
- Record of Professional readings
- Contribution to Staff Meetings and Syndicate Meetings
- Compliance to School Policies and Procedures
- Meeting Deadlines
- Interactions with Staff, Students, Board and Parents

Each year Teacher Job Descriptions, performance goals and targets are set at the beginning to the middle of Term 2. Over the next three terms the teacher will gather evidence that they have not only met the Registered Teacher Criteria but will carry out at least two major Teacher Inquiries to improve their efficacy as a Teacher.

The Principal will gather evidence and provide formative feedback through the year, with a final interview at the end of Term 1, or beginning of Term 2. It is up to the teacher to provide enough evidence that the Principal can attest to their meeting the Registered Teacher Criteria.

If the Principal is concerned that a Teacher, following discussion and assistance, is consistently failing to meet the Criteria they will follow the Guidelines on Teacher Competency as set out in the Award and under consultation from STA.

DISPUTES

Should a dispute arise that cannot be resolved between the appraiser and staff member, they will together agree on an independent person to mediate discussion with a view to resolving the dispute. The mediator will be bound by strict confidentiality.

If a Teacher is still concerned that they are being un-fairly appraised they are to contact NZEI for advice.

Reviewed August, 2012