



Whakatane Intermediate School Board of Trustees Policy

Staff Appraisal and Development Policy

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Purpose

- To evaluate each staff member's performance against pre-defined objectives to identify successes, achievements and aspects requiring development. Information obtained from appraisals provides the basis for decisions about priorities for professional support and development (**school-based objectives**) and for accountability and pay-fixing purposes (**Government invoked professional standards**).
- To follow procedures that comply with the Performance Management Notice, Education Gazette, 10.2.97 and requirements of Individual or Collective Employment Contracts (IECs and CECs).

Objectives

- SCHOOL-BASED FRAMEWORK Appraisal has 3 parts:** **Part 1: School Expectations** which operate within an integrated staff management and curriculum planning framework which focuses on the needs of students, staff, the total school and its community. The school's planning framework is prepared in consultation between board and staff and are an expression of self-management. **Part 2: Government Interim Professional Standards** promulgated through IECs and CECs. These are NOT modified by the school since they sit outside of school self-management and **decision making**. **Part 3: Annual Development Objectives** which arise out of the previous year's appraisal.
- 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 for the appraisal of all staff.
- ANNUAL APPRAISAL.** Every member of staff 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 objectives that form the basis for performance appraisal in relation to the school's own expectations in relation to teaching, school-wide and management responsibilities. Any specific performance requirements contained in employment contracts are additional to the school's expectations. Job descriptions may be revised from time to time subject to consultation with staff and approval given by the board.
- ANNUAL DEVELOPMENT OBJECTIVES.** Additional to job description objectives, one or more annual development objectives are mutually agreed between the chairperson and principal/principal and each staff member, along with a written statement of the assistance or support available. Development objectives are included in the annual appraisal process.
- APPRAISAL PROCESS.** The appraisal process requires that (a) each staff member conducts an independent self-appraisal by rating and noting performance in relation to job description and development objectives. Performance will be marked on a profile as HIGH ACHIEVEMENT, ACHIEVED, or DEVELOPMENT NEEDED; (b) the appraiser independently marks and notes performance of the staff member in relation to the same job description and development objectives, ensuring that decisions are formed after suitable observation of teaching; (c) the appraiser and appraisee meet together to discuss and compare their respective views and ratings of performance, and to decide on an agreed rating for each performance objective, taking account of all available evidence to justify the decisions. Where agreement cannot be reached, this is noted, along with reasons. The appraiser's copy of the appraisal document is the official report, which is to be signed by the appraiser (and principal) and staff member to verify the completion of the process. The appraiser (and principal) and staff member shall each have a copy of the completed report.
- 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, and shall play no part in conducting the appraisal process.
- PROFESSIONAL DEVELOPMENT.** Each year each staff member receives 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.

Effectiveness Review

- This policy will be reviewed in accordance with the board's triennial programme of self-review, and the review report will be available to members of the school community after it has been approved by the board.
- The review will be conducted in the form of a **board and staff survey**, using the objectives listed above as the criteria for determining effectiveness of the policy in action.

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Chairperson

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Principal

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Date