

Staff Performance Management/Appraisal Policy

Objectives:

1. To provide a coherent and integrated Performance Management System that makes the links between Appraisal for Learning, Attestation and Accountability.
2. To ensure the focus on Appraisal for learning and Development is a priority and enables all staff to identify and undertake the PDL that meets their current needs.
3. To establish and nurture a culture of professional responsibility; using self and peer review to inform actions and outcomes for individual staff members.
4. To ensure that consistent review of performance is achieved through structures that are open, reciprocal and formative.
5. To ensure on-going appraisal of teaching and Para-professional staff is based on collaboratively identified success criteria around effective practice.

Guidelines:

1. The staff performance management/appraisal model will be led by the senior management team and meet both formative and summative requirements in a meaningful and manageable way.
2. The Principal shall ensure that each staff member has a job description and performance agreement by March, on which the performance management cycle is based. The Principal has delegated responsibility from the Board to implement this Policy process.
3. The cycle will result in an annual appraisal summary for each staff member – collaboratively developed and recorded between senior leaders and/or managers (for Support Staff and Property Staff).
4. The Principal will report to the Board on the operations and progress of the staff appraisal system annually or as requested by the Board Chairperson.
5. The Deputy Principals shall each complete a Job Description and Performance Agreement and shall be appraised by the Principal. In addition, the board will seek an external appraiser (agreed to by the parties involved) for the DPs at least once within a 3 year cycle.
6. All performance appraisal documents are confidential to the person being appraised, their Senior Teacher/Leader and Principal and will not be made available to other persons unless they have a legitimate reason/purpose to have access to them.
7. Any staff member can seek a review of their appraisal through either the Principal or Deputy Principal. This clause does not remove the right of any staff member to the personal grievance provisions in the Employment Agreement.

8. Appraisal and professional development/learning for teachers shall be in relation to the relevant professional standards - (Education Council of NZ Matataū Aotearoa Standards for the Teaching Profession) and the interim professional standards outlined in Schedule 2 of the Primary Teachers (including Assistant and Deputy Principals and other Unit Holders) Collective Employment Agreement. For staff covered by the Support Staff in Schools Collective Agreement, Clauses 3.3.3 (Progression Within Grades), 7.10 (Training) and 7.11 (Professional Development) will apply.

Disputes Procedure.

If, at any stage, the Appraiser and the Appraisee are unable to agree on the setting up, the implementation, or the outcome summary, then the following procedure will be followed:

1. All efforts should be made to come to an agreement by the two parties involved in the first instance.

The staff member and/or their Appraiser should notify the Principal.

2. Principal will facilitate a discussion which will either resolve the issue, or decide on an alternative Appraiser. This could be the Principal or their designated alternative.
3. In the case of a dispute involving a member of the Management team and the Principal, an independent mediator should be called upon to mediate/facilitate a solution, after consultation with the Board Chair. Both parties have the right to have support persons present.

Principal's Appraisal

1. The Principal will be involved in a Performance review annually, the task being carried out by the Chairperson of the Board and/or an appraiser agreed to by the Principal and the Board and within the context of the NZTC Registered Teacher Criteria and Schedule 2 of the Primary Principals CEA - Professional Standards for Primary Principals.
2. Such review will focus on the agreed goals in the Performance Agreement signed by the Principal and Board Chair at the beginning of the year. Each will keep a copy of the agreement. The Board Chair will present a written report of the appraisal to the Board annually. This report will describe how the appraisal was carried out and summarise the points agreed to by both parties. Any discussion will be in committee. Any documentation related to the Annual Performance Agreement and appraisal remains confidential to the Principal and the Board.

Also refer to the following:

- **Fairburn School Performance management Process**