

Performance Management Policy

Performance Management at Fairburn School is operational, fair and consistent. It is a system based on professional trust and consists of a cycle of appraisal or professional growth, with an annual summary report. The purpose of performance management is to develop staff skills, knowledge that maximize learning outcomes for all children. It advances the skills of staff for their own benefit as well as for the children of Fairburn School.

Performance Management ensures all staff:

- receive clear direction on their expected performance
- set up professional goals consistent with strategic goals
- receive support to perform successfully
- receive feedback on their performance and recognition of their achievement.

Performance management documentation is confidential and maintains the staff members privacy

Competency

Competency is a separate process governed by employment law and the relevant provisions in the employment contract. Any competency concerns are dealt with first within the school. Continued poor performance following a competency process or other support to improve performance may result in a referral to the Teaching Council.

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, 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 and they 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.

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.

Legislation:

Employment Relations Act 2000

Procedures / Supporting resources:

Teaching Council of Aotearoa

Fairburn School Professional Growth Cycle process

Non-Teaching Staff Performance Management process