

5 POLICY: STAFF APPRAISAL

Aim

Appraisal is a process for reviewing each kaiako against the agreed quality practices and code of professional practice and standards for the teaching profession clarifying expectations and identifying and planning for professional development linked to our strategic plan. Appraisal is an annual evaluative practice intended to benefit both the member of staff and the school as a whole.

5.1 The Outcomes

- 5.1.1 Identify, evaluate and develop the personal professional performance of all staff against:
 - Quality Practices
 - Code of Professional Practice and the Standards for the Teaching Profession
 - Identified goals
- 5.1.2 For teaching staff to improve the learning opportunities for children by enhancing the quality of their teaching.
- 5.1.3 Provide balanced, objective feedback to staff about their performance and the effectiveness of internal management systems.
- 5.1.4 Provide an opportunity to strengthen good working relationships with colleagues.
- 5.1.5 Identify professional development needs and opportunities.

5.2 Conducting Appraisals

- 5.2.1 Each member of staff shall be formally appraised once a year.
- 5.2.2 Permanent teaching staff and the Administrator will be appraised by the Managing Teacher.
- 5.2.3 The Managing Teacher will be appraised by a fully registered teacher.
- 5.2.4 Goals should be set for the forthcoming year, including any professional development plans.
- 5.2.6 Following the formal appraisal the Managing Teacher and staff member will each complete a written summary.
- 5.2.7 A copy of the summary will be filed with their employment records. The Board of Trustees may also have access to records for follow up purposes.
- 5.2.9 The Education Review Office are the only other party that will have access to appraisal records.
Note: Appraisals are not a forum for discussing pay or other amendments to Individual Employment Agreements or for discussing disciplinary matters.