

PERFORMANCE APPRAISAL

RATIONALE:

Performance appraisal recognises that the contribution and achievements of each individual are critical to the overall success of the school. It helps each individual to understand what is expected of them and ensures each person is provided with feedback and support to develop professionally and to enhance their contribution to the school. Recognition and support of each person's achievements should affirm the individual and provide motivation to bring about further improvements.

PURPOSE:

Performance appraisal of staff will achieve organisational and personal goals through systematically:-

1. Identifying desired work performance
2. Evaluating performance
3. Assisting personal development
4. Ensuring the meeting of the schools curriculum goals
5. Supporting the establishment of effective teaching and learning programmes
6. Recognising personal achievement
7. Giving feedback
8. Ensures there is an ongoing commitment to teaching as enquiry

GUIDELINES:

1. Every staff member will have a Job Description which will be an essential part of the appraisal.
2. Performance will be appraised in the form of mutually negotiated goals which will be established between the appraisee and appraiser.
3. The performance appraisal will be a part of the school's annual plan and as such will be carried out at regular intervals.
4. Appraisal of the staff will be the responsibility of the Principal but may be delegated to other staff .
5. Appraisal will assist identifying areas for personal development.
6. The appraisal programme will be supported by school organisation and budgeting.
7. Staff members will be entitled to assistance to address any areas identified as problem areas in the appraisal.
8. All appraisals are confidential to the appraisee, the appraiser and the Principal.
9. The Principal will report to the Board of Trustees on the processes used and outcomes of the Appraisal process.
10. The performance Appraisal system used will be supported by Guidelines outlining the processes involved.
11. Where concerns are raised about competency and the concerns are not overcome, the Principal will instigate appropriate assistance and guidance to help the employee. If this does not lead to a remedy then provisions based on the collective contract will be instigated.
12. Senior Staff appraisal will be based on a Performance Agreement as per the Employment Agreement.

CONCLUSION:

Performance appraisal will be strongly developmental and as such should enhance job satisfaction, lead to greater motivation and commitment to achieving school goals, and to improve relationships and team work.

Reviewed: Term 2 2015

.....Chairperson, BOT

Review date: Term 2 2018