

POLICY

APPRAISAL/ATTESTATION

RATIONALE:

People work more effectively when they know what is expected of them. Our Appraisal/Attestation Cycle aims to improve the quality of teaching and learning in our school by the provision of staff support and development. It will:

- Assist with personal development of all staff
- Ensure achievement of the school's curriculum goals
- Support the development of effective teaching programmes.

The board of trustees, as employer, has an obligation to ensure that the Appraisal/Attestation Cycle is carried out.

PURPOSES

To provide clear guidelines for appraisal that:

- a) Recognise the need for the principal and board to work closely in developing the principal's performance agreement and appraisal process.
- b) To recognise that professional standards are integral to the appraisal process for teachers, and senior management staff.

GUIDELINES

1. The basis for the annual appraisal includes:
 - Individual Employment Contracts and Collective Employment Contracts.
 - Job Descriptions - performance expectations will be summarized and documented to set out key tasks and expected outcomes.
 - Professional Standards - are a component in annual determination of performance.
2. The principal's appraisal will be arranged by the Board of Trustees in consultation with the principal.
3. The principal is responsible for ensuring that all staff are completing the appraisal/attestation cycle.
 - The principal shall appraise the Deputy Principal, Assistant Principal and the Senior Teacher. Also the Caretaker
 - The Deputy Principal, Assistant Principal and Senior Teacher will appraise the teachers in their syndicates.
 - Support staff will be monitored by delegated Senior Managers.
4. The principal will report annually to the board of trustees as to the outcomes of the appraisal process.
5. Operating Mechanisms:
Principal;

- The annual budget will set aside money for appraisal of the principal using another professional/independent appraiser.
- The board chairperson is directly responsible for developing performance expectations and ensuring the various appraisal requirements are met.
- If an outside appraiser is used, the principal will be consulted as to the final selection.
- The board chairperson shall prepare or present a written appraisal report detailing the conclusions of the appraisal review. It will be 'tabled' and discussed in committee at a board meeting. Any documentation remains confidential to the principal and board.

Staff;

The principal shall delegate the responsibility for the appraisal/attestation of teaching staff to the senior management team.

7. In the event of a dispute related to the appraisal process or its results, an independent arbitrator agreed to by all parties will be called in to mediate.
8. Where problems in performance become apparent, and competency becomes an issue, the procedures outlined in the Teacher Competency Policy will be followed.

Refer Primary Teachers (including Deputy & Assistance Principals and other Unit holders) Collective Employment Contract 1998 - 2000 - Part 3 Complaints/Discipline/Competency.

CONCLUSION

Clear guidelines regarding appraisal will allow aspects of governance and management to operate positively.

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Compliance: NAG 2