

# **POLICY**

## **PERFORMANCE MANAGEMENT - PRINCIPAL APPRAISAL**

### **RATIONALE:**

The Principal's performance and ability to organise resources 'to deliver high quality education is a critical factor in the effectiveness of a school'. The Principal determines the climate of the school in creating a stimulating learning environment and a school community that brings out the best in students, teachers, support staff, parents and caregivers.

### **PURPOSE:**

Principal Appraisal which is mandatory is two fold:

Accountability- appraisal measures the accountability of the principal for leading the school and managing the quality of teaching

Developmental Aspects-appraisal has the effect of setting development objectives. These relate to school wide organisational goals and professional development goals personal to the Principal

### **GUIDELINES:**

1. The relationship between the Principal and the BOT and in particular the Board Chairperson is the critical hub around the effective governance and management of the school. This relationship will be based on professional trust, honesty and transparency.
2. Performance Appraisal requires the development of mutual understandings about 'performance expectations' between the Principal and the Chairperson.
3. Effective Principal Appraisal combines accountability & development aspects through:
  - Role clarification
  - Ongoing feedback to the principal about performance
  - Honest identification of concerns to bring about improvement
  - Affirmation of success
  - Support for development
4. The responsibility for managing the Principal's Appraisal is delegated to the Chairperson. (Board members cannot expect to be involved in all aspects of the appraisal of the Principal's performance). A one to one relationship is essential for effective appraisal. The Chairperson will consult with the Principal to develop a performance management agreement including appraisal processes and documents.
5. The performance agreement the Principal has with the Board of Trustees will include a Job Description incorporating Professional Standards and Performance Objectives/ Expectations.
6. The appraisal of the principal's performance will be over 12 months from Term 2 to Term 2 and will be carried out against the Professional Standards for Principals. These include: Professional Leadership, Strategic Management, Staff Management, Relationship Management, Financial & Asset Management, Statutory & Reporting Requirements & Pastoral Care

7. The Board acknowledge that ongoing professional development and refreshment for the Principal is paramount to ensure that the Principal is able to develop the important knowledge (including educational trends & research findings), skills and attitudes required of an effective principal.
8. A number of different individuals with appropriate skill and expertise could be involved in the Principal's Appraisal. These may include The Board Chairman or an appropriate professional. The Board uses the "Appraisal Connector" tool to assist this process
9. Self appraisal is a highly personal activity and is probably most effective when it is done prior to a formal appraisal interview as a form of preparation and self critique of performance. The Principal maintains and models a reflective journal.
10. Documentation related to the Principal's Appraisal will remain confidential to the Principal and the Board Chairperson unless the Principal agrees otherwise.
11. Any dispute related to the Principal's Appraisal process or its results will be referred to an independent mediator agreed upon by the Principal & Board Chairperson. The principles of natural justice will apply. The BOT will allow each party to seek advice they desire and provide the evidence they deem relevant. In the end the BOT as the employer will have responsibility for the final decision.

**CONCLUSION:**

Effective outcomes lead to positive outcomes for staff and students. It will enhance job satisfaction and lead to future goal setting.

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Approved: March 20 2006

Reviewed      May 2012