



STAFF APPRAISAL POLICY

OUTCOME STATEMENT

An effective school has a well-trained motivated staff who are continuing their professional development. An effective staff appraisal programme supports such staff.

A professional growth cycle appraisal is intended to achieve improved outcomes for children through the professional standards set by The Teaching Council of Aotearoa NZ.

SCOPING

- To develop staff appraisal as part of a continuous process of targeting and evaluating the purposes.
- To set up structures which will support appropriate targeting and evaluating for staff.
- To provide strong direction to professional development programmes which are appropriate to individual and collective needs.
- To emphasise personal development through thorough and well-directed appraisal.
- To ensure that consistent review of performance is achieved which is open and positive.

EXPECTATIONS AND LIMITATIONS

1. The basis for formal appraisal will be for each staff member's job description based on current professional growth cycle.
2. Each teaching staff member is to provide a plan of action for the year during Term One.
3. Formal appraisal of the Principal/Release Teacher will be carried out annually by the Principal. The Principal will provide a written report based on the appraisal given to the Teacher and Board.
4. Appraisals will include teacher observation of classroom technique.
5. A summary of the written report will be submitted to the BOT.
6. Formal appraisal documents are confidential to the person being appraised, the moderator and the Principal.
7. The Principal is responsible for seeing that the outcomes of appraisal are acted upon.
8. The direct relationship between this policy, and the policies for staff development and pupil evaluation, is emphasised.
9. Approved staff development will have funds allocated in the budget.
10. Any disputes will be dealt with in line with Concerns and Complaints Policy.

PRINCIPAL

29/11/2023

DATE

CHAIRPERSON

29/11/23

DATE