

# Taita College Board of Trustees

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## Staff Performance Management Policy

### Rationale

The Taita College Board of Trustees recognises that the school's staff is its most valuable resource. Teachers and support staff all make a vital contribution to creating an environment and programmes through which students can develop and learn. Whatever role they play in the school, people perform to their best with clear expectations, good support, appropriate professional development and constructive feedback.

### Purpose

1. To ensure students have access to effective teachers.
2. To be a good employer.
3. To provide staff with the support they need to perform to their best.
4. To ensure systems are in place for monitoring and evaluating the performance of staff.

### Delegations

1. The performance management of staff is delegated to the Principal
2. The Board is responsible for the performance management of the Principal in line with the Principal Performance Management policy.

### Guidelines

1. All staff will have a current job description.
2. The school will have an annual professional development plan which includes professional development opportunities for all staff. Professional development will be linked to school goals and identified needs. The Board will ensure sufficient resourcing is allocated to professional development.
3. All staff will be appraised each year. The Principal is responsible for ensuring appraisals are completed.
4. All appraisals will identify areas of good performance and areas for development. Appraisals will be based on an agreed process which will be equitable, fair and consistent.
5. It is expected that the appraisal process for all staff will:
  - use a transparent and collaborative process
  - be based on clear and shared expectations of performance
  - be managed respectfully and confidentially
  - form appraisal judgments based on evidence
  - be constructive and future focused.

6. The appraisal process for teachers will:
  - include the Practising Teacher Criteria
  - will be aligned with school goals
  - will include individual professional goals.
7. The appraisal process for teachers is likely to include review of planning, observation of practice, self-appraisal and feedback from others.
8. The appraisal will be summarised in a written document, a copy of which remains in the staff member's personnel file and another copy of which is given to the staff member.
9. The Board will receive an annual report confirming that appraisals have been completed. The Board will not receive information on the performance of individual staff members unless serious competency issues have been identified.

## Documentation

The Board expects the following documents to be prepared, kept up to date and used to guide the school's performance management practice. These documents will be available to the board on request.

- job descriptions for all staff
- annual professional development plan
- teacher appraisal criteria
- teacher appraisal process and timeline
- appraisal process and timeline for non-teaching staff.

## Monitoring and review

Compliance with this policy will be evidenced by:

- a school professional development plan
- an annual report from the Principal attesting that all staff have been appraised
- a biennial staff survey seeking feedback on workplace satisfaction.

The policy will be reviewed as part of the triennial review cycle.

Approved by the Board/Commissioner

19 July 2017



Commissioner