

Appraisal and Professional Development Policy for Teaching Staff



Introduction

Rosehill College recognises the need to evaluate annually the quality of management, teaching and learning at all levels. Performance appraisal will meet the requirements of the Ministry of Education regarding performance management.

The appraisal process has a strong link to the Professional Development of staff, which is central to the process of school and individual improvement. Professional Development is available to all staff based on their needs as generated through the appraisal process and the needs of the school as set down in its annual and strategic plans.

The focus of Appraisal and Professional Development will be on the relevant professional standards and Registered Teacher Criteria. Professional development will be provided to help staff reach their goals.

The general purposes are:

- To confirm roles and responsibilities of all teaching staff
- To facilitate better student learning by improving classroom practice
- To identify the strengths and needs of teaching staff
- To provide opportunities and support for staff to develop their professional skills
- To improve management skills

Guidelines

1. All teaching staff members will have a generic or specific job description pertaining to each of their responsibilities. Performance appraisal will be against agreed objectives and expected outcomes as stated in the job description. This will form the basis of the appraisal goals set each year by each staff member where relevant. The job description will reflect all aspects of the Professional Standards for Teachers and Registered Teacher Criteria as set out in the relevant collective agreement.
2. Approved goals for teaching staff must relate to developing improved student outcomes. Teachers with management responsibilities must include a goal relating to the improvement of management and leadership skills.
3. The annual performance appraisal of the Principal will be the responsibility of the Board of Trustees. The Principal will be responsible for other members of the Senior Leadership Team.
4. The responsibility for the annual performance appraisal of all other teaching staff is delegated to the Principal who may delegate this to appropriate senior staff and Heads of Department or Management Unit holders.
5. All teaching staff are required to follow the timeline for interviews, 360 appraisal (MU holders), classroom observations and student appraisal as set out in the Staff Appraisal and Professional Development Procedures document.
6. The performance appraisal is strictly confidential between appraiser, appraisee and Principal or senior staff member.

7. At the final appraisal interview, the appraiser and appraisee will comment on the achievement of goals set for that cycle. A copy will be given to the Principal. New goals for the next cycle will also be developed. These should reflect the department and school wide goals as well as personal goals.
8. A review will be available for those who are either uncomfortable with their appraiser or dissatisfied with the results of their appraisal or the way in which it was conducted. This will be conducted by the Principal or his/her delegate if the Principal is directly involved.
9. All documents of performance appraisal are confidential, and remain the property of the appraisee with the exception of the Appraisal Report. The Appraisal report form may only be used for appraisal purposes and is confidential to the appraisee, relevant MU holders, SLT, and the Principal. The report needs to be filed according to procedures. This confidentiality is in accordance with the provisions of the Privacy Act.
10. The Principal or delegate will report annually to the Board of Trustees on the general outcomes of the school's performance appraisal programme. This report will focus on the performance appraisal outcomes, not on individual performance.
11. Each year the Senior Leadership Team will produce a Professional Development Programme based on staff and school needs as identified through a selection of:
 1. School-wide goals
 2. Appraisal
 3. Government policy initiatives

Signed for the Board of Trustees



26 March 2015

Date Reviewed