

# Performance Management Policy

## Rationale:

Maungaraki School students deserve the highest standard of education. This policy provides a positive framework for the continuous improvement of teaching and learning at Maungaraki School.

## We will achieve this through:

A performance management process which ensures teachers and staff provide education and services which effectively meet the needs of our students consistent with the goals and objectives of the Maungaraki School charter.

## Purposes:

The performance management process shall meet the following purposes:

1. To provide a process for annual assessment against the relevant registered teacher criteria and/or job description which:
  - evaluates the professional practices of staff; and
  - identifies strengths and needs of staff; and
  - defines goals, sets development objectives and targets; and
  - assists with personal development, acknowledges professional growth and career enhancement
2. To develop and implement individual support/training programmes where required.

## Guidelines:

The performance management process shall respect the following guidelines:

1. The Principal is responsible for the implementation of this policy. With the BoT responsible for the appraisal of the Principal.
2. All staff are appraised annually (within a 12 month period) by the person to whom they are responsible, or by a person nominated by the Principal.
3. All Performance appraisals will focus on the following key performance areas:
  - *Role specific responsibilities*
  - *School-wide responsibilities*
  - *Management responsibilities*
4. Data gathering procedures will be transparent to individual appraisees and communicated at the beginning of the process, and will include
  - a. Observation of teaching practice
  - b. Discussion of achievement of performance expectation with appraiser
  - c. An appraisal report prepared in consultation between teacher/staff member and their appraiser.
5. Release time will be provided for teachers/support staff where required to ensure that the appraisal process is completed and in a timely manner.
6. Individual teachers will be assessed against the relevant registered teacher criteria and will need to demonstrate attainment of these at the appropriate level to progress to the next step on the salary scale.

7. Negotiated objectives, resulting from the outcomes of individual performance appraisals, will be supported by the teachers/support staffs professional development plan and resourced through the Maungaraki School budget.
8. Disputes arising during this process will be mediated by the Principal. If the dispute involves the Principal, the Principal, in consultation with the appraisee, will request a mutually agreed third party to review the matter. The third party's role is to mediate the dispute to a successful resolution. If no resolution is achieved, the findings of the third party become binding on all parties. If a third party cannot be mutually agreed then the dispute shall be raised with the Employment Relations Authority.
9. The Board of Trustees, as the employer, will be provided with a summary of the schoolwide outcomes on an annual basis.
10. All appraisal documentation will remain confidential to the process and the parties concerned, unless there is an agreement of disclosure by the appraisee.
11. Appraisal documentation will be retained at the school for a period of three years or until such time as the teacher/support staff concerned leaves the school's employment. At the end of this period, the documentation will be returned to the teacher/support staff or destroyed if he/she is unable to be contacted.
12. All appraisal procedures will comply with relevant legislative, regulatory and contractual obligations.

**Approved:** May 2018

**Review:** May 2021