**St Mary’s Kaikorai School**

**Staff Appraisal and Development Policy**

**2014**

**Rationale:**

*St Mary’s Kaikorai School Board agrees* it needs to evaluate each staff member’s performance against pre-defined objectives to identify successes, achievements and aspects requiring development. Information obtained from appraisals provides the basis for decisions about priorities for professional support and development (**school based objectives**) and for accountability and pay-fixing purposes (**Government invoked professional standards**).

To follow procedures that comply with the Performance Management Notice, Education Gazette, 10.2.97 and requirements of Individual or Collective Employment Contracts (IECs and CECs).

**Guidelines**

**This is achieved by:**

1. **SCHOOL BASED FRAMEWORK:** APPRAISAL HAS 2 PARTS-

**Part 1: Government Interim Professional Standards** are promulgated through ICEs and CECs.

These are NOT modified by the school since they sit outside of school self-management and decision making.

**Part 2: Annual Development Objectives** which arise out of the previous

year’s appraisal.

1. **PRINCIPLES:** Staff appraisal procedures are consistent with principles of openness, transparency, professional advancement, confidentiality and helpfulness to individual staff members.
2. **RESPONSIBILITY**: The Board Chairperson is responsible to the Board for appraisal of the Principal, and the Principal will formally report to the Board on the appraisal of all other staff in a manner consistent with this policy.
3. **ANNUAL APPRAISAL:** Every permanent member of staff is appraised annually. The Board Chairperson and the Principal will formally report to the Board each year that they have administered appraisals in accordance with this policy. This annual appraisal is executed over 4 terms and is detailed in the appraisal procedure.
4. **CONFIDENTIALITY:** Individual appraisal documents are confidential to the staffmember and the appraiser (including the Principal), and no part of that document may be made available or divulged in any way to another party without the written and signed consent of the staff member and appraiser (including the Principal).
5. **PERFORMANCE EXPECTATIONS:** Every permanent staff member has a job description containing objectives that form the basis for performance appraisal in relation to the school’s own expectations in relation to teaching, schoolwide and management responsibilities. Any specific performance requirements contained in employment contracts are additional to the school’s expectations. Job descriptions may be revised from time to time subject to consultation with staff and approval given by the Board.
6. **ANNUAL DEVELOPMENT OBJECTIVES:** Additional job description objectives, and one or more annual development objectives are mutually agreed between the Chairperson and Principal and each staff member, along with a written statement of the assistance or support available. Development objectives are included in the appraisal process**.**
7. **APPRAISAL PROCESS** : is covered in the Appraisal Procedure document.
8. **DISPUTES:** Should a dispute arise that cannot be resolved between the appraiser and the staff member, they will together agree on an independent person to mediate discussion with a view to resolving the dispute. The mediator will be bound by strict confidentiality and shall play no part in conducting the appraisal process.
9. **PROFESSIONAL DEVELOPMENT:** Each year every staff member receives opportunities and support for undertaking personal professional development and improvement. A record is kept of each staff member’s professional development programmes and the support provided.

Signed **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date: August 2014 Review Date: August 2017