

MAHANA SCHOOL PROCEDURE

PRINCIPAL / TEACHER APPRAISAL

Performance Appraisal will increase staff awareness of what is expected of them. This will lead to effective teaching through affirmation of good practices, identification of needs, and the management of developmental requirements.

- Provide teachers with a means to evaluate their performance
- Provide professional feedback on teaching performance
- Recognise and promote professional development and personal achievement of each teacher
- Ensure that the school's curriculum goals are being met
- Satisfy legal requirements (P.M.S., Professional Standards)
- Promote teacher performance and student learning
- Develop staff performance appraisal skills

Implementation:

SECTION 1 - THE PRINCIPAL

The criteria for principal appraisal will be the objectives set in the performance agreement. The objectives will be drawn from the school's Charter Action Plan, the principal's job description and the professional standards. Outcome indicators must be incorporated.

Principal Dimensions –

- Professional leadership
 - Strategic management
 - Staff management
 - Relationship management
 - Financial and asset management
 - Statutory and reporting requirements
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- The Chairperson is responsible for overseeing the appraisal policy for the Principal.
 - The principal's teaching appraisal will be undertaken by a local school principal or other agent on the agreement of all, or another staff member [who is not being appraised in turn by the principal], and the principal's management dimensions will be appraised by the Chairperson of the Mahana Board of Trustees or his/her nominee on the agreement of both parties, being the Board and the Principal.
 - Timing of appraisal/s will be established at the confirmation meeting that is to be held early in Term 1 of each year.
 - A written self-appraisal may be completed by the appraisee prior to the appraisal meeting.
 - The appraiser will have prepared a written statement of observations and findings that will be seen by the appraisee at this meeting.
 - From this meeting an agreed statement will be prepared and signed by the appraisee and appraiser.
 - In most cases, appraisals will be undertaken using management time ('Principal Release').
 - **All** appraisals are confidential to the appraiser, the appraisee, and the Chairperson.

- The Chairperson will provide the Board of Trustees with a summary of the appraisal that will include:
 - Degree to which Principal's Annual Plan goals for year were met
 - Factors affecting performance
 - Professional development needs, if any
 - Extra resources required, if any
 - Recommendations for future goals.
- **Disputes:** In the event of a dispute, and the two parties are unable to reach agreement the appraisee may request that an independent appraiser be asked to assist.
- Annual budget will set aside appropriate provision for funds to allow process to be carried out.

SECTION 2 – TEACHERS [including TEACHING PRINCIPAL]

Performance Appraisal will focus on the Performance Standards. They will form the basis of each job description.

Teaching Dimensions:

- Professional knowledge
 - Teaching techniques
 - Motivation of students
 - Classroom management
 - Communication
 - Support for and cooperation with colleagues
 - Contribution to wider school activities
- The principal is responsible for overseeing the implementation of the appraisal policy and process.
 - The principal will appraise the teaching staff, or may delegate this task to another permanent staff member, or organise for an outside agent to do the appraisal, on the agreement of all.
 - Appraisal of principal's teaching function to be undertaken by a teacher that he/she is not appraising, and at least once every three years must be undertaken by an agreed person from outside the school.
 - Timing of appraisals will be established at the confirmation meeting which is to be held Early in Term 1 of each year.
 - The classroom observation format will be decided upon between the appraiser and the appraisee so that there is a clear understanding by both parties of the objectives of the observation.
 - A written self-appraisal must be completed, using the established school appraisal document, by the appraisee prior to the post appraisal meeting.
 - The appraiser will have prepared a written statement of observations and findings based on the classroom observation/s that will be seen by the appraisee at the post appraisal meeting.
 - From this meeting an agreed statement will be prepared that will include affirmations of good teaching practice and recommendations for future development objectives. A copy of this mutually agreed statement is to be given to the principal.
 - **All** appraisals are confidential to the appraiser, the appraisee, and the principal.
 - The Principal will provide the Board of Trustees with information in a Principal's Report that may include:

- Appraisals took place
- Objectives for year have been met
- Factors affecting performance
- Staff development needs, if any
- Extra resources required, if any
- Additional funding may be required for teacher release and/or teacher development as a result of the appraisal findings and recommendations.
- **Disputes:** In the event of a dispute and the two parties are unable to reach agreement the appraisee may request that an independent appraiser be asked to assist.

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