



Waituna West School

“NOT FOR SCHOOL BUT FOR LIFE WE ARE LEARNING”

50 Waituna-Tapuāe Road RD9 Feilding 4779 T: (06) 328 6805 E: principal@waitunawest.school.nz

Principal Appraisal Policy - NAG 3

RATIONALE

It is the policy of the school to review the Principals performance on an annual basis. The Principal's performance shall be formally reviewed annually by a qualified educational appraiser/consultant (hereinafter referred to as the Appraiser) who shall be appointed by the Board of Trustees, in consultation with the Principal.

GUIDELINES

1. The Principal shall, in the first instance, be appraised against the Professional Standards for Principals; and thereafter, the criteria for the review may be those matters outlined in the Principal's Performance Agreement, Performance Objectives, or Annual Goals.
2. The Board of Trustees, as a good employer, shall; recognize success, demonstrate how the standards have been met and identify how it will provide professional development for the Principal to advance his/her expertise.
3. The appraisal and annual performance review may not be used for the purposes of competency or discipline against the Principal. [Such issues are dealt with through the Principal's Collective Employment Agreement, to which the Board are a signatory]
4. Minimum Process for Appraisal
 - a. External professional and accredited appraiser to be employed (in consultation with the principal)
 - b. Board Chairperson, Principal and appraiser to develop annual goals
 - c. Board Chair to agree to consultants process each year (including fees and level of contact - providing they meet all requirements of Point 5)
 - d. Appraisal reports are confidential to the principal, Board chair and appraiser. The Board Chairperson will provide a summary report (usually prepared by the appraiser) to the full Board at the end of year meeting
5. Minimum appraisal requirements
 - a. At least 1 strategic goal
 - b. 1 learning or inquiry goal
 - c. At least 1 whole school staff survey, set up so staff responses are confidential and unidentifiable
 - d. At least 2 visits to the school
 - e. At least 3 meetings (setup, mid-point and end)
6. The principal is expected to keep evidence against the Principal Professional Standards, Teaching Standards and the Career Stage Progression
7. The principal should have teaching practice observed annually

SIGNED

Board Chairperson _____

Date _____

School Principal _____

Date _____