



Waituna West School

“NOT FOR SCHOOL BUT FOR LIFE WE ARE LEARNING”

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Staff appraisal Policy – NAG 3

RATIONALE:

New Zealand legislation and Ministry of Education regulations make some form of staff appraisal mandatory in schools. These requirements include:-

- Developing and implementing personnel and industrial policies, within policy and procedural frameworks set by the Government from time to time, which promote high levels of staff performance, use educational resources effectively and recognize the needs of students;
- Being a good employer as defined in the State Sector Act 1988 and complies with the conditions contained in employment contracts applying to teaching and non-teaching staff.

DEFINITION:

This policy covers teacher appraisal and support staff appraisal.

OBJECTIVES:

1. The main purpose of appraisal is to clarify job related expectations, and provide staff with feedback about their performance and growth
2. Appraisal is also intended to assist staff by identifying areas for improvement, regarding work performance.
3. Appraisal should be open, honest, and a positive experience.
4. All staff are responsible for building trust and respecting confidentiality.
5. The appraisal process should be applied consistently by all staff.

NOTES

1. The appraisal process may identify problems related to competence, discipline or dismissal. They will be addressed in accordance with separate procedures specified in collective or individual agreements, awards, and associated legislation.

GUIDELINES

1. All staff are appraised annually by the Principal or by the Assistant Principal.
2. The appraisal process must meet the expectations of the Education Council at the current time and be based on best practice.
3. Appraisal reports will be filed securely with the Principal.
4. Agreed professional development objectives will be supported and resourced through a professional development plan and budget.

OUTCOMES, MONITORING AND REVIEW:

The expected outcomes of effective implementation of this policy are:

- Improved learning experiences for all students.
- Clear understanding of performance expectations.
- Timely feedback about staff performance issues.
- Attention paid to the professional development growth of staff
- The BOT Chairperson will monitor the appraisal policy implementation.

REVIEWED: 14th of May 2018

Signed _____ Board Chairperson

Signed _____ Principal