

Policy: Performance Management and Appraisal

Policy Statement

The National Administration Guideline 2 states that:

Each BOT is required to develop and implement 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 recognise the needs of students.

Procedural Guidelines

Performance management refers to all aspects of employee performance:

- Procedures for handling complaints about staff and competency
- Keeping of staff profiles
- Allocation of Management units
- Appraisal (With Appraisals for Professional Development, Principal's Appraisal and Teacher Registration/Attestation). The process includes assessment and evaluation with regard to Quality Assurance (measured against job description and professional standards) and Professional Development

Appraisal System / General

The Appraisal system is to support, assist and encourage employees to achieve a high level of performance in all areas of their work, consistent with the direction of the organisation of the school. Effective communication between the appraisee and appraiser is important. It is not a grading or inspection but rather a development tool.

1. Except for the Principal it is expected that the Board would delegate responsibility to the Principal for appraisals.
2. Appraisal should be linked to the Strategic Planning and Self Review processes undertaken by schools, and this should be planned and budgeted for.
3. All staff with teaching duties and/or management responsibilities, including Principals, undergo a performance appraisal at least once every 12 months.
4. The appraiser and appraisee agree on performance expectations and objectives at the beginning of the appraisal period and on the assistance and support to be provided to achieve these.
5. From the job description, against professional standard indicators and in consultation with the Principal, objectives are determined by the appraiser/appraisee.
6. The appraiser/appraisee monitor performance against professional standards and provide expectations and objectives. Both evaluate the appraisee's performance and provide feedback. Self-assessment is an important part of this process.
7. Classroom observations will form part of the monitoring programme.
8. Our policy will adhere to the Special Character of our school with regard to the Biblical standards as outlined in all job descriptions.
9. Guidelines for specific appraisals are included in the specific policies (i.e. Principal).
10. Documentation will be kept on OneNote. It is confidential to the Principal, appraiser and appraisee unless agreed by the appraisee.

