

# **POLICY ON PERFORMANCE MANAGEMENT**

## **POLICY STATEMENT**

All staff will be required to undertake an annual performance management review.

## **PURPOSE**

To foster professional improvement and professional growth and to improve teaching and learning.

## **GUIDELINES**

1. That the Performance Management System is delegated to the Senior Management team who, in designing the appraisal process, can be flexible to meet individual and school needs. Appraisal of the Principal is the responsibility of the Board Chairman. Appraisal of the Deputy Principal and Assistant Principal is delegated to the Principal. Appraisal of the Support Staff is the responsibility of the Principal.
2. That all staff participate in the Performance Management process.
3. That the Performance Management process is transparent and does not have hidden agendas.
4. That appraisal for:
  - (i) teachers with management responsibilities is linked to management responsibilities (eg professional leadership) as well as observation of teaching, and includes appraisal against the appropriate professional standards.
  - (ii) assistant teachers without management responsibilities includes teaching observation and appraisal against the appropriate professional standards checklists.
5. That all staff and the Principal have the right to confidentiality. The Board acknowledges that aspects of the Privacy Act and the Official Information Act are relevant. The appraisal report of individual teachers would normally be confidential to the appraisee, the appraiser, and the Principal, unless the appraisee agrees otherwise. When receiving the appraisal report on the Principal, the Board would move Into Committee.

Individual Board members would not normally have access to appraisal documentation.

The Board is mindful that the Education Review Office has a statutory right to examine any information in a school for the legitimate purpose of conducting any review.

All review officers, however, are bound by a code of conduct that requires them to "respect the confidentiality of information acquired in the course of their duties." They also abide by the requirements of the Official Information Act and the Privacy Act.

6. In the event of a dispute, the process followed is that contained in the Complaints Policy of the Napier Girls' High School Board of Trustees.