

PERFORMANCE APPRAISAL POLICY

**NAG 3
No. 301**

Purpose

Performance appraisal recognizes that the contribution and achievements of each individual are critical to the overall success of the school. It helps each individual to understand what is expected of them and ensures each person is provided with feedback and support to develop professionally and to enhance their contribution to the school. Recognition and support of each person's achievements should affirm the individual and provide motivation to bring about further improvements.

Guidelines

1. The Principal has the delegated responsibility for the implementation of the Performance Appraisal Policy.
2. The Principal will report regularly to the Board about the implementation of the appraisal process and at its conclusion.
3. All staff will participate in an annual performance appraisal.
4. The Principal's appraisal is the responsibility of the Board or their delegated nominee.
5. The appraisal of staff is the responsibility of the Principal, but actual appraisals may be delegated to senior staff members.
6. Teaching staff will be appraised against the Code of Professional Responsibility and Standards for the Teaching Profession. Those in management positions will be appraised against their relevant management responsibilities specified in their job description.
7. The appraisal process is outlined in the appraisal documents.
8. All teachers progressing up the salary scale will need to be attested against the Code of Professional Responsibility and Standards for the Teaching Profession as part of their annual performance appraisal cycle to move to the next salary step. All teachers at their qualifications maximum must continue to be annually assessed against the Code of Professional Responsibility and Standards for the Teaching Profession as part of their performance appraisal cycle.
9. There should be no surprises at the conclusion of the appraisal process. All matters arising should have been discussed or dealt with throughout the process so each person involved is aware of all the matters before the conclusion.
10. Appraisal documents are confidential to the appraisee, appraiser, team leader and the Principal, and in the case of the Principal's report, the Board Chairperson.
11. In the event of a dispute, the appraiser and appraisee will meet with a third party acceptable to both. If a compromise cannot be reached, a mediator will be appointed who will establish guidelines for the outcome of the mediation.