



## GOVERNORS BAY SCHOOL

### PERFORMANCE MANAGEMENT PROCEDURE

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#### **Purpose**

To ensure all staff with teaching duties and/or management responsibilities:

1. Receive clear direction on the performance expected.
2. Set priorities for improvement and achievement consistent with direction set by the Board of Trustees and Principal.
3. Are provided with assistance and support to achieve the performance expected of them and to further develop their teaching skills and managerial expertise where appropriate.
4. Receive feedback on their performance and recognition of their achievements.

#### **TEACHER APPRAISAL**

1. Appraisal will be based on:
  - Job descriptions
  - Curriculum development needed
  - Ministry of Education initiatives
  - Strategic Planning Objectives
  - School's Annual Achievement Targets
2. Appraisal follows the school appraisal cycle as set out in job description folios.
3. Staff are assured of confidentiality and privacy when receiving performance feedback and in documentation.
4. Performance appraisals will be consistent with national requirements of at least once every twelve months.
5. Staff will be given the opportunity for self appraisal, an appraisal interview and to participate in classroom observation.
6. A process for dealing with disputes will be available in the event of disagreement resulting from appraisal.

Performance Appraisal will focus on the following dimensions. These will form the basis of a generic job description.

1. The principal is responsible for the implementation of the school's performance management system.

2. The process comprises an annual cycle of appraisal meetings, monitoring activities and an appraisal review.
3. A 'dealing with disputes' procedure in the job description folder.
4. Appraisal will focus on the following key professional responsibilities/performance areas:
  - i. teaching responsibilities
  - ii. school wide responsibilities.
5. The appraisal report will be confidential – to the appraisee, the appraiser and the principal, unless the appraisee agrees otherwise.

**PRINCIPAL'S APPRAISAL**

The Principal's management/administration duties will be appraised by an independent consultant agreed by both the Chairperson of the Board and the Principal.

**Teacher Attestation**

1. The Principal is responsible for ensuring that teachers meet the requirements of the professional standards each year.
2. Professional standards at the relevant level form the basis of a teacher's job description and these are reviewed through classroom observation, inspection of teachers planning and interview.
3. A report on attestation is written for each teacher.
4. The principal reports to the Board on the attestation process and outcomes once it is completed.

**REVIEW STATUS:**

<i>Signed (BOT Chairperson)</i>	<i>DATE</i>	<i>REASON</i>	<i>REVIEW DATE</i>
	____ / ____ / ____	<b><i>BOT REVIEW</i></b>	<b><i>April 2010</i></b>
		<b><i>NEXT REVIEW</i></b>	<b><i>June 2012</i></b>