



NAG 3 STAFF PERFORMANCE APPRAISAL POLICY

Introduction

Performance appraisals will increase staff awareness of what is expected of them, and lead to greater effectiveness.

Purpose

Performance appraisal of staff will achieve organisational and personal goals through systematically:

1. Identifying desired work performance.
2. Evaluating performance.
3. Assisting personal development.
4. Ensuring the meeting of the school's curriculum goals.
5. Supporting the establishment of effective teaching programmes.
6. Recognising personal achievement.
7. Giving feedback.
8. Meeting the [6](#) Registered Teachers Criteria.

Guidelines

1. Every staff member will have a job description which includes key performance areas and expected outcomes and will form the basis for performance appraisal.
2. Performance will be appraised in the form of mutually negotiated goals which will be established between the appraisee and the appraiser.
3. Various aspects of performance appraisal will be carried out at different times throughout the year, with an expected completion date before Term 4 week 6.
4. Appraisal of the staff will be the responsibility of the principal, although this may be delegated to a senior manager.
5. The principal's appraisal will be carried out by a person appointed by the board annually and is confidential to the principal and the board as outlined in the Principal appraisal Policy.
6. For teachers part of the appraisal process will include classroom observation. Adequate release time for the appraiser will be made available.
7. Deputy Principal and senior teacher will be appraised by the principal on both management and teaching strategies.



8. Appraisal will establish individual and group strengths and identify areas for personal professional achievement.
9. All appraisals are confidential to the appraisee, the appraiser and the principal.
10. Staff will have the opportunity to complete a self-appraisal.
11. A review process will be available for those who are uncomfortable with the appraiser or dissatisfied with results of their appraisal.

Conclusion

Performance appraisals will be strongly developmental and as such should enhance job satisfaction, lead to greater motivation and commitment to common school goals, and improve in-school relationships and teamwork.

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Principal:	Board Chair: