



# Mount Eden Normal

## PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

POLICY

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### Appraisal

#### Rationale

The appraisal process exists to affirm and develop a high standard of teaching in New Zealand. Effective attestation, alongside the implementation of Professional Growth Cycles, using the *Standards for the Teaching Profession* support the professional development of teaching and support staff and achieve the best outcomes for our learners.

#### Purpose

To promote professional learning and development and appraise performance (against the registered teacher criteria for teaching staff) in order to provide the best possible learning and achievement outcomes for all students.

#### Requirements

1. Every staff member will have a job description which will form the basis for performance appraisal. The Standards for The Teaching Profession and Code of Professional Responsibility form an integral part of the Job Description and professional requirements for all teaching staff.
2. Performance will be appraised at least once per year (against the Standards for The Teaching Profession for teaching staff), the Job Description, the Performance Agreement

(where applicable) and through mutually-negotiated development objectives established between the appraisee and the appraiser.

3. Attestation of staff will be the responsibility of the Principal, but actual appraisals may be delegated to Senior Teachers, Tutor Teachers or members of the Senior Leadership Team.
5. The Deputy Principal and Associate Principals will have a 'Performance Agreement', formulated in consultation with the Principal.
4. Appraisal will establish individual and group strengths and identify areas for personal development.
7. All appraisals are confidential to the appraisee, the appraiser, the Senior Management team, the Principal, in addition to Education Review Officers and The Teachers Council upon request.
8. Arising from the Appraisal Process and strategically-aligned professional learning and development needs, all staff will have the opportunity of participating in professional learning and support programmes suited to the needs identified.
9. Professional learning and development may be school-based, facilitated by external agencies, self-directed by individuals through observations, professional reading and collaboration, or undertaken in conjunction with professional learning groups in a range of contexts and forums, including those in digital form.
10. An amount will be budgeted annually by the Board of Trustees to provide for and support the professional learning and development of staff. (Performance appraisal and staff development component.)
11. A formal record of performance appraisal against the Standards for The Teaching Profession will be kept. For any criteria not met, the requirement shall be stated in writing, along with the agreed time frame for requirements to be met and the professional support to be given to assist the teacher to achieve the designated standard. Any salary step progression will be recommended when all criteria are met.
12. Salary progression may be deferred by the Principal where specific Standards for The Teaching Profession have not been met. The review process relating to the Standards for The Teaching Profession as outlined in the Employment Contract shall apply if the teacher disagrees with deferral of their salary increment.
13. Where a dispute arises for any other reason, either party may:
  - request an alternative appraiser by request to the Principal. This will be at the discretion of the Principal. In general, selection of this person will be by mutual agreement where possible. If agreement is not reached, the appraiser will be determined by the Principal. (Except in the event that the original appraiser is the Principal, in which case the selection will be determined by the Board.)

- And/or request that a separate appraisal statement be recorded by both the appraiser and the appraisee. Both shall remain in the formal documentation.

14. The appraisal process will include:

- setting clear annual goals and objectives
- self-appraisal and opportunities for documenting ongoing self-reflection
- identifying & documenting any support required
- observation of teaching practice
- feedback
- a record of the process

15. Appraisal documentation is to be retained by the appraisee and appraiser throughout the year. The appraiser and Principal are entitled to access all appraisal material in order to evaluate ongoing progress.

16. On completion of the appraisal process, a record and any related documentation is to be retained by the school for a period of seven years. A copy of all documentation will be available to appraisees upon request.

## **Conclusion**

Performance appraisal will enable school leaders to attest that teaching staff meet the Professional Standards to evaluate the quality of teaching and learning, identify areas of effective practice and areas for further development through targeted professional learning and development in order to ensure effective teaching and learning for all students.

## **Related Policies and Procedures**

Principal Appraisal Policy  
Privacy Policy  
Concerns and Complaints Policy  
Protected Disclosures Policy

Signed: Virginia Brown

Presiding Member

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