

OKAIHAU COLLEGE POLICY: STAFF APPRAISAL

Rationale:

Appraisal is a vital aspect of the Professional Development of every staff member.

Policy:

- The primary purpose is to provide a positive framework for improving the quality of teaching and learning.
- Performance appraisal provides staff with opportunities to plan and review appropriate development.
- Performance appraisal is a means of clarifying job related expectations, and providing staff with feedback about their performance.

Guidelines:

1. The Board of Trustees is responsible for the appraisal of the Principal.
2. The Principal may delegate the responsibility for the operation of the appraisal system to an appropriate member of staff.
3. All staff will be appraised annually.
4. The appraisal process should be transparent and regularly reviewed.
5. The appraisal process will include records of observations, self-review, goal setting, student evaluation, collegial review and an interview.
6. Any written material relating to the appraisal is confidential to the person who is being appraised. A written record of the completed appraisal process is filed with the Principal.
7. In the event of a dispute arising which cannot be resolved in the interview process, the matter is to be referred first to the teacher in charge of appraisal and ultimately to the Principal. The Board of Trustees will delegate a member to work with the Principal on this.
8. The Secondary Teachers Collective Employment Contract/NZEI provides quality guidelines to assist with the appraisal process.