



Performance Management Policy

Policy to support NAG 3 Personnel

Outcome statement

Performance management will enable staff to develop and maximise their skills, knowledge, training, and talents in order to improve outcomes for students. This process will enhance the skills of staff for their own benefit, as well as for the school and students.

Scoping

With effective performance management, staff will have confidence in their performance and professional development. As a result, the Board of Trustees will have confidence that all staff are meeting the educational needs of students and the goals of the school.

Delegations

The Board of Trustees, as the employer, is responsible and accountable for ensuring performance management systems are in place. The Principal is responsible for implementing the appraisal of all staff. The Principal will report to the Board annually that all staff have completed the appraisal process for the current year, as part of the Implementation Audits and Reports schedule. This assurance includes the appraisal of the Principal.

Expectations and limitations

The performance management process will ensure that all staff:

- receive clear direction on their expected performance
- set professional goals consistent with the strategic goals/objectives set by the Board of Trustees and Principal
- receive assistance and support to perform successfully
- receive feedback on their performance and recognition for their achievements
- are assured of the confidentiality and privacy of the appraisal process
- take increasing responsibility for their own learning and professional development.

Appraisal / Attestation

The school's performance management system is based on professional trust. It is a cycle of appraisal with an annual summary report. Where possible, staff are given a timeframe for the cycle and reminded of requirements throughout the year. If serious concerns are identified as part of the appraisal process, it may be replaced with more targeted support and guidance, or a competency process.

Competency

Competency will be a separate process governed by employment law and the relevant provisions in the employment contract. Any competency concerns are dealt with first within the school. Continued poor performance following a competency process or other support to improve performance may result in disciplinary action and/or referral to the Teaching Council.

Procedures/supporting documentation

Appraisal and attestation process.

Monitoring

Staff Usage and Expenditure report

Appraisal updates within Principal Board Reports

Legislative compliance

Education Act 1989
State Sector Act 1988
Employment Relations Act 2000

Reviewed: *May 2020*

Next review: *May 2023*
