



# NEW PLYMOUTH BOYS' HIGH SCHOOL Te Kura Tamatāne o Ngāmotu

## POLICY : STAFF REVIEW AND APPRAISAL

Reference Number	C305
Section	Staff
Written By	SLT In Charge of Professional Development and Appraisal
Checked By	NPBHS Board of Trustees Policy Committee
Approved By	NPBHS Board of Trustees
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Associated Policies	Staff Professional Training & Development/Support Team
Associated Procedures	PD Cycle / Review and Appraisal Handouts for HOD's in the PD, Review and reflection Procedures Booklet

### RATIONALE :

To have a Performance Management System that is effective and makes a positive contribution to the quality of teaching and enhances learning outcomes for students.

### PURPOSE :

1. To monitor the departments to ensure effective curriculum delivery to all students.
2. For departments to prepare a strategic plan to enhance the quality of teaching which will facilitate requests for professional development.
3. To facilitate the development of budgetary and curriculum planning.
4. To present an assessment of department performance.
5. To manage the attestation process.
6. To identify and utilise areas of strength and deal with areas of needs based on national performance standards and expectations.

### GUIDELINES :

1. School-wide Policy Established
  - refer to Professional Development Review and Reflection Procedures : Both teaching and non-teaching staff.

## 2. Appraisals for All Staff

- Support Staff will be appraised by the Executive Officer.
- Staff will be appraised by HOD's as part of the departmental review process.
- HOD's will be appraised by Senior Leadership as part of the departmental review process.
- Deputy Headmaster and Assistant Principals will be appraised annually by the Headmaster.  
This will involve feedback from a range of staff members and a formal interview with the Headmaster.
- Headmaster will be appraised annually by the Board of Trustees. This will involve feedback from a range of staff members, in addition to the Deputy Headmaster and Assistant Principals and a formal interview with a sub-committee of the Board of Trustees.

## 3. Expectations of Performance Documented

- as in Job Descriptions and self-review documents.
- as in 1 March Departmental reports.
- as in Senior Leadership Review Cycle.

## 4. Developmental Objectives Set

- Individual and Academic Goals
- These support school's strategic objectives / goals.
- These all present in TAB (Teacher Appraisal Booklet) for 2014.

## 5. Developmental Assistance or Support Provided

- via HODs and in school in-service courses or training via outside providers through the Professional Development Co-ordinator.

## 6. Teacher Appraisals Include Classroom Observation

- at least one individual goal will involve classroom practice involving teaching and learning or classroom management which shall involve HODs observation.

## 7. Teachers With Management Responsibilities Appraised on Management performance standards and expectations as well as Teaching

- accounted for in :
  - HOD's meetings with Senior Leadership.
  - Self-appraisal documentation followed by meetings with Senior Leadership.
  - Senior Leadership review process.

## 8. Self-Appraisal of Performance Standards and Expectations

- completed in documentation before all interviews.

9. Appraisal Interviews Conducted

- as per Professional Development Cycle of Review and Appraisal.

10. Annual Evaluation Documented

- against expectations for key performance areas.
- against developmental objectives.
- completed in :  
Academic / Teaching and Learning in March appraisal interview.

It should be noted that in the course of events or during class visits, Head's of Department may see areas of concern, other than those to do with the current personal goals, HODs should note this in writing, hand a copy to the staff member involved and discuss the difficulty with the staff member. This signposting will prevent any surprises being sprung in the Appraisal Interview. The same applies for all appraisers in the system. This is a vital part of signposting required in the attestation process.

11. Dispute Process Available

- The Deputy Headmaster acts as manager responsible for Staff Development. Where conflict arises in the process, the Deputy Headmaster will be the first step in mediation process. The Support Teachers is also designated to help facilitate conflict resolution.

12. Confidentiality Maintained

- completed documents are not the property of Board except for the Principal's personal appraisal document and reporting of March First documents.
- results of the appraisal are confidential to the appraisee, the appraiser and the Headmaster.

13. Reporting to the Board of Trustees

- The Board of Trustees should know of the appraisal system and should be familiar with documents used.
- The Headmaster may report generally about the review and the kind of professional Development taking place.

14. New and Provisionally Registered Teachers (PRT)

- There will be a programme of formal appraisals of new and PRT staff. Each HOD will use the standard appraisal form available through the Assistant Principal.