

WESTLAKE GIRLS HIGH SCHOOL

***PERFORMANCE MANAGEMENT
POLICY AND PROCEDURES***

REVISED 2016

WESTLAKE GIRLS HIGH SCHOOL PERFORMANCE MANAGEMENT

(For staff with Teaching and Administrative Responsibilities)

CONTENTS

Objectives	3
Required Elements of the Appraisal Process	3
Procedures	3
Responsibilities/Accountability/DocumentationConfidentiality/Appeals	3
Notes	6
Appraisal Time Line	7
Staff Appraisal: Notes for HODs	8
Staff Appraisal: Notes for Senior Administrators	9
Staff Appraisal: Notes for Teachers	10

WESTLAKE GIRLS HIGH SCHOOL PERFORMANCE MANAGEMENT POLICY AND PROCEDURES

OBJECTIVE

The objective of performance management in schools is to:

- improve learning for students by improving the quality of teaching and leadership.
- Integrate policies, practice, standards and procedures that link the goals and objectives of the school and staff.
- set agreed practice and processes for measuring performance against the Practising Teacher Criteria.
- focus on the professional development of each teacher.

REQUIRED ELEMENTS OF THE APPRAISAL PROCESS

- identification of the teacher's appraiser, in consultation with the teacher concerned
- identification of goals in line with the school strategic goals.
- annual completion on an electronic portfolio to show evidence of performance against the Practising Teacher Criteria (PTC).
- annual completion of a *Teacher As Inquirer* project related to improving student outcomes.
- observation of teaching (for those with teaching responsibilities).
- teacher self-appraisal.
- an annual appraisal meeting and a summary report to be submitted to the TIC of Appraisal.
- teachers can be attested for increments up the *Collective Pay Scale* by showing satisfactory performance against the PTCs and an observation of their teaching by the SLT member who has oversight of their department.

PROCEDURES

- All teaching staff will be appraised annually.
- MU and MMA holders within a department will be appraised by the HOD.
- HODs will be appraised by the senior manager in charge of the portfolio.
- The Principal will be appraised by a process directed by the BOT.

RESPONSIBILITIES / ACCOUNTABILITY

- HOD's and designated senior teachers are responsible for the appraisal of teachers in their department.
- The Specialist Classroom *Teacher will provide a programme of advice* and guidance for provisionally registered teachers.
- The SLT and the Principal are responsible for the appraisal of HODs.
- The Principal is responsible for the appraisal of the SLTs.
- The BOT is responsible for the appraisal of the Principal.

DOCUMENTATION

- A summary endorsing that the required Practicing Teacher Criteria have been met will be given to the SLT in charge of appraisal at the end of each school year.
- Each teacher is responsible for keeping their Appraisal Portfolios dating from their last registration renewal date.

CONFIDENTIALITY - *Relevant Acts of Parliament: Privacy Act 1993, Official Information Act 1982*

- Appraisal summaries will be kept on file by the Senior Administrator in charge of Appraisal.
- Access to the appraisal documentation will be restricted to the appraisee, appraiser, Principal and Senior Administrator responsible for Appraisal.
- The ERO office can ask to sight individual appraisal portfolios and summaries to ensure the process is taking place.

APPEALS

- If a classroom teacher is not satisfied with the appraisal process they can ask to be re-appraised by another senior member of the Department. If the teacher is still dissatisfied then a further appraisal will be undertaken by a member of the Senior Leadership team. Any further appeal will be to the Principal and the Board of Trustees.
- If a HOD is not satisfied with the appraisal of their role as an HOD a second appraisal will be undertaken by another member of the management team. Any further appeal will be to the Principal and the Board or Trustees.

- If a senior administrator is not satisfied with their appraisal they can ask for appraisal by an appraiser from outside the school who is acceptable to both the administrator and the Principal.
- If the Principal is not satisfied with his/her appraisal there will be a further appraisal by another appraiser who is agreeable to both the BOT and the Principal.

RESOURCES

Any reasonable costs associated with appraisal will be met by the BOT

NOTES

THE PROFESSIONAL STANDARDS

- Describe the important knowledge, skills and attitudes that all teachers and unit holders are expected to demonstrate in carrying out their role(s).
- Formalise the Government's expectations of professional performance of teachers and school managers.
- These standards are used to measure professional competence

PERFORMANCE EXPECTATIONS

- The professional standards describe the expected standard of performance for unit holders and for three levels of teaching - beginning classroom teachers, classroom teachers and experienced classroom teachers. The standards and levels are used when teacher competence is in question.

THE PRACTISING TEACHER CRITERIA

- The *Practising Teacher Criteria* describe the criteria for quality teaching that are to be met by all fully certificated teachers in Aotearoa New Zealand.

DEVELOPMENTAL OBJECTIVES

- This is what teachers identify as goals to improve their professional practice each year. These objectives should be achievable and further professional expertise.

APPRAISAL

- Appraisal will focus on each teacher's performance against the Practising Teacher Criteria

APPRAISAL TIME LINE

TERM 1

- Appraisal coordinator to inform new staff of appraisal procedure
- Appraisal portfolio template updated annually by TIC appraisal
- Goals developed and discussed with appraiser
- Analysis of NCEA results from the previous year
- TAI focus decided

TERM 2

- Classroom visits
- Self-evaluation
- TAI development
- SLT Appraisal completed

TERM 3

- Classroom visits
- Self-evaluation
- TAI continues

TERM 4

- Staff appraisal interviews and Appraisal Summary completed
- HOD appraisal interviews and summaries completed
- Department evaluation and goal setting for Strategic Plan and budget setting
- All staff to give TIC the endorsement to evidence of performance against the Practising Teacher Criteria

STAFF APPRAISAL: NOTES FOR HODS

You (or a person delegated and agreed to by the staff member) are required to carry out the following process for all teaching staff in your department. Where a staff member is in more than one department they undergo appraisal each year in only one department but on a rotational basis i.e. a teacher of English and Social Studies will be appraised in these subject areas each alternate year during their employment at Westlake Girls High.

The Process:

Term 1

- Allocate appraisers
- Ensure all staff have an initial interview to discuss annual goals, examination analysis and TAI topics
- Meet with SLT member to discuss department annual goals

Term 2

- Oversee that observations and TAI are being carried out

Term 3

- As for term 2

Term 4

- Oversee that all appraisal interviews are completed
- Hold discussion with department, set departmental goals for next year
- Set professional development priorities for the next year and include this in your budget forecast
- Carry out appraisal interview with Unit Holders
- HOD appraisal interview with SLT member

STAFF APPRAISAL: NOTES FOR SENIOR ADMINISTRATORS

You are required to carry out the following process for HOD of department portfolios

The Process:

Term 1

- Meet with HODs to discuss Departmental and personal development objectives

Throughout year

Carry out the classroom visits for any staff who are progressing up the Collective Pay Scale to attest to their professional competence. If the observation and the teacher appraisal process show the teacher is meeting the PTC's, an attestation form should be handed to the Pay Officer after the completion of the classroom visit in order to action a pay increment

Term 4

- Carry out appraisal interviews with HODs
- Discuss with HOD departmental goals for next year

STAFF APPRAISAL: NOTES FOR TEACHERS

You are required to go through the appraisal process on a yearly cycle.

This will involve you in

- Completing development goals related to your professional duties
- A classroom visit from your appraiser (two visits if you are not on the top of the basic pay scale, the second will be from a Senior Administrator)
- Carrying out self appraisal
- Completing a 'Teacher as Inquirer' project annually
- Gathering the required evidence to meet the Practising Teacher Criteria in an electronic portfolio
- Professional Development
- Participating in school related activities outside the classroom
- An appraisal interview

PROVISIONALLY REGISTERED TEACHERS

Provisionally registered teachers will undergo a programme of support and guidance run by the Specialist Classroom Teacher.

APPRAISAL DOCUMENTATION:

- Each teacher is required to keep an electronic appraisal portfolio for at least 3 years dating from their last registration renewal date.
- A summary endorsing that the appraisal portfolio shows evidence of satisfactory performance against the PTCs must be filed with the SLT IC Appraisal annually.

Date (Policy Effective from) *2016*

Review Date *2019*

Signature

