



Performance Management – Appraisal of Teachers and Ancillary Staff Policy

Performance management at St Thomas's School is operational, fair, and consistent. It is a system based on professional trust and consists of a cycle of appraisal or professional growth, with an annual summary report. The purpose of performance management is to develop staff skills, knowledge, training, and talents in ways that maximise learning outcomes for students. It advances the skills of staff for their own benefit, as well as for the school and students.

Performance management ensures that all staff:

- receive clear direction on their expected performance
- set professional goals consistent with the strategic direction
- receive support to perform successfully
- receive feedback on their performance and recognition for their achievements
- take increasing responsibility for their own learning and professional development.

Performance management documentation is confidential and maintains the staff member's privacy.

Guidelines:

1. Every teacher will have a job description which will help form the basis for performance appraisal. The appraisal document/ performance agreement which includes agreed performance goals, development objectives and Registered Teachers Criteria, will form the annual appraisal.
2. Teacher's performance will be appraised against the appropriate Registered Teacher Criteria, job description and agreed personal development objectives.
3. All staff will have the opportunity of participating in professional development as linked to school wide initiatives and agreed personal development objectives.
4. It is good practice to undertake annual appraisals for all ancillary staff's (support staff) performance and they will be appraised against their job description, agreed goals and developmental objectives.
5. Appraisal of all staff will be the responsibility of the Principal but may be delegated to the Deputy Principals, Senior Teachers or line managers.
6. All appraisals are confidential to the appraisee, appraiser, Principal and the Board (as the employer) and to the Education Review Officers upon request.
7. Salary step progression for teaching staff shall be recommended when all criteria for Registered Teacher Criteria or job descriptions (ancillary staff) have been met.
8. If criteria for Registered Teacher Criteria or job descriptions (ancillary staff) are not met, the requirement shall be stated in writing, along with the time frame and

professional support to be given to assist the staff member to achieve the designated standard. Salary step progression shall be recommended when all criteria is met.

9. Where a dispute arises the staff member may raise this following the process outlined in the complaint procedures.

Performance management documentation is confidential and maintains the staff member's privacy.

Competency

Competency is a separate process governed by employment law and the relevant provisions in an 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 referral to the Teaching Council.

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| Ratified by Board | |
| Signed | <u><i>[Signature]</i></u> |
| Date | <u>122/2/21</u> |