



TE AWAMUTU COLLEGE



POLICY STATEMENT ON APPRAISAL / PERFORMANCE MANAGEMENT (TEACHING AND SUPPORT STAFF)

Rationale

Te Awamutu College recognises the legal requirement to undertake appraisal/ performance management of its staff (teaching and support).

The basic aims are to improve the quality of work performance through professional learning and development, mentoring and support and completion of the appropriate annual appraisal/ performance management process. (Professional Growth Cycle for teaching staff).

The process will assist in the meeting of the school's goals and objectives, as well as individual's personal and professional goals.

Guidelines

1. The Principal has the delegated responsibility for the implementation of the Appraisal/Performance Management system, reporting to the Board.
2. Written documentation exists outlining philosophy, assigning of appraiser/ performance manager, criteria being used, forms and meetings, timeline etc.
3. All documents are confidential to the person being appraised, his/her Appraiser/ Performance Manager, the Board and the Principal.

Staff retain a copy of the finalised documentation and original goes to central file (teachers) and individual personnel file (support staff).

ERO also has legal access to these documents.

4. Professional Growth Cycle (PGC) occurs on an annual basis.
5. Reports will be provided to the Board when appropriate and will be of a general nature.
6. Issues of concern should be addressed during the process to the appropriate person. In the first instance, usually appraiser to appraisee.

7. Issues of serious concern should be addressed with the Principal.
8. In the event of a dispute, the appraiser and appraisee meet with a third party, usually the Principal.
9. Appraisal/Performance Management and Professional Growth Cycle (PGC) will comply with respective collective employment agreements and Teaching Council of Aotearoa New Zealand.

CHAIRPERSON  _____ DATE 2/7/24 _____

PRINCIPAL  _____ DATE 2/7/24 _____

1 July 2024