

Principal Performance Management Policy

Rationale

Providing a performance management framework, including effective appraisal is part of being a good employer. Principal appraisal should be part of a framework which includes clear performance expectations, professional development, mentoring and support.

Purpose

1. To ensure the Principal is working to clear expectations that are reviewed annually.
2. To ensure the Principal is provided with the support she/he needs to do their job well.
3. To set the expectation that the Principal will be appraised annually, and in a way that is useful to both the school and the Principal.

Guidelines

Setting expectations

An annual performance agreement will be negotiated between the Board and Principal. The agreement will usually be drafted by the Board Chair and/or the Personnel committee and brought to the Board for approval. The performance agreement will set realistic goals for the Principal drawn from:

- the Professional Standards for Principals
- the school's strategic and annual goals
- areas for development from the previous year's appraisal

Support

The annual performance agreement will include the support/professional development the Principal needs to achieve the goals and the meet the Board's expectations. The cost of support/professional development for the Principal needs to be included in the annual budget.

Appraisal

1. The Board Chair will be responsible for ensuring that the annual appraisal takes place. There are four main reasons behind principal appraisal, as well as being a requirement on boards of trustees. These reasons are:
 - To provide assurance for the board that the role is being performed adequately.
 - To identify areas for development that will improve the principal's performance.
 - As a mechanism for achieving strategic goals.

- Affirmation of the principal where appropriate.
2. A board subcommittee will be convened to manage the appraisal process. The process will be managed in line with the *Good Practice Framework for Principal Appraisal* attached to this policy.
 3. The appraisal process will be the responsibility of a sub-committee and may involve an external appraiser. Provision for principal appraisal should be made in the budget.
 4. The appraisal process may vary from year to year. However, whatever process is used it is expected that the appraisal will:
 - use a transparent and collaborative process
 - be based on clear and shared expectations of performance – including professional standards
 - be managed respectfully and confidentially
 - be based on evidence collected systematically
 - include self-appraisal and feedback from others
 - include appraisal judgments linked to evidence
 - be constructive and future focused.
 5. The appraisal will normally take place within a school year.

Documentation

The following documents must be available in the school:

- Principal personnel file
- Principal job description
- Principal performance agreement (annual)
- previous appraisal reports.

Date approved by the Board 23 Jan 2013

Board Chair Wayne Lowther