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## Staff Performance Management Policy

### Rationale

The Kahurangi School Board of Trustees recognises that the school's staff is its most valuable resource. Teachers and support staff all make a vital contribution to creating an environment and programmes through which students can develop and learn. Whatever role they play in the school, people perform to their best with clear expectations, good support, appropriate professional development and constructive feedback.

### Purpose

1. To be a good employer.
2. To ensure all staff have clear expectations for their performance.
3. To provide staff with the support they need to perform to their best.
4. To ensure systems are in place for monitoring the performance of staff.

### Delegations

1. The performance management of staff is delegated to the Principal
2. The Board is responsible for the performance management of the Principal in line with the *Principal Performance Management Policy*.

### Guidelines

1. All staff will have a job description.
2. Professional development will be linked to school goals and identified needs. The Board will ensure sufficient resourcing is allocated to professional development.
3. All staff will be appraised each year. The Principal is responsible for ensuring appraisals are completed.
4. The appraisal will identify areas of good performance and areas for development. Appraisals will be based on a known process which will be equitable, fair and consistent.
5. It is expected that the appraisal process for all staff will:
  - use a transparent and collaborative process
  - be based on clear and shared expectations of performance – including relevant professional teacher standards

- be managed respectfully and confidentially
  - form appraisal judgments based on evidence
  - be constructive and future focused.
6. The appraisal process for teachers is likely to include review of planning, observation of practice, self-appraisal and feedback from others.
  7. The appraisal will be summarised in a written document, a copy of which remains in the staff member's personnel file and another copy of which is given to the staff member.
  8. The Board will receive an annual report confirming that appraisals have been completed and noting any professional development needs identified through the appraisals. The Board will not receive information on the performance of individual staff members unless serious competency issues have been identified.

## Documentation

The Board expects the following documents to be prepared, kept up to date and used to guide the school's performance management practice. These documents will be available to the board on request.

- job descriptions for all staff
- teacher appraisal process and timeline
- appraisal process and timeline for non-teaching staff.

Date approved by the Board

4 April 2018



Cathryn Curran-Tietjens  
Board Chairperson