



WHANGANUI HIGH SCHOOL POLICY PERFORMANCE MANAGEMENT SYSTEM, APPRAISAL & ATTESTATION

Policy No: 3.6
(NAG 3)

INTRODUCTION	<ol style="list-style-type: none"> 1 Staff Appraisal is required to ensure the maintenance and further development of quality education delivery at Whanganui High School. The criteria to be met in terms of attestation will be considered as part of the staff appraisal round in keeping with the School's Performance Management System. 2 The aim of the policy is to support, assist and encourage employees to achieve a high level of performance in all areas of their work.
PURPOSE	<ol style="list-style-type: none"> 1 To support, assist and encourage all School employees to form professional partnerships with each other so as to achieve a first-class education for the students of Whanganui High School 2 To clarify expected levels of staff performance and accountability. 3 To identify areas of need in terms of professional development. 4 To set goals in terms of areas of improvement. 5 To provide support, advice and guidance relating to professional goals. 6 To provide feedback on achievements and performance. 7 To allow for self-review. 8 To ensure teaching staff are meeting the requirements of the attestation criteria set down in the Secondary Teachers' Collective Agreement.
GUIDELINES	<ol style="list-style-type: none"> 1 Faculty Heads/HODs/Teacher in Charge will identify with the Principal which staff are considered to be within their area of responsibility. Faculty Heads/HODs/TIC, in consultation with their staff, will identify appropriate and acceptable appraisers for each member of the department, whether a staff member meets the requirements of the attestation criteria or not, will be the responsibility of the Principal, acting on the advice of HODs. 2 Faculty Heads/HODs/TIC to be appraised by senior administrators responsible for their subject area or the Principal. Appraisal to include both a teaching and management aspect. 3 The senior administration team members to be appraised by the Principal. 4 The principal to be appraised by the Chairperson of the Board of Trustees or an agreed Board of Trustee representative/s. 6 <u>Common Understanding</u> The appraiser/appraise are to reach a common understanding on the following: <ol style="list-style-type: none"> i) Expected level of performance – expressed through the specific criteria listed in the attestation requirements for Beginning Classroom Teachers, Classroom Teachers, Experienced Classroom Teachers and Unit Holders. ii) Areas of improvement, i.e. annual goals. iii) New initiatives. iv) The support and assistance to be provided to enable the appraise to meet (i – iii) above. v) The procedure for monitoring and observing progress towards attaining goals, and related feedback to the appraise. vi) A process of review of actual performance against expectations and objectives. vii) An outline of what information will be used to achieve (vi) above.

EVALUATION

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The Board, in association with the Principal, will review this policy on a three-yearly cycle in accordance with the School's quality management cycle.

Approved by the Board
Signed Chairperson:



Date: 21.11.16

Signed Principal:



Date: 21/11/16.