

**OUR LADY OF THE SACRED HEART SCHOOL**  
**STAFF APPRAISAL, PROFESSIONAL DEVELOPMENT**  
**AND PERFORMANCE MANAGEMENT POLICY**

**RATIONALE**

1. The effective management of the performance of staff involves the development and implementation of appropriate policies and processes in accordance with legislation and collective agreements:
  - State Sector Act 1988, Part VII, Section 77
  - The Education Act 1989, Sections 60A & 61, 76, 120 – 127(1996), 120A&B(1996)
  - National Administration Guidelines (see MOE website), Guideline 3
  - Ministry of Education Performance Management Systems - PMA guidelines
  - Primary Teachers' Collective Employment Agreement
  - Registered Teacher Criteria Principles
  - Other staff members' Collective agreements as appropriate
  - Code of Canon Law, Canon 806, No 2 which states "that the formation given in them [catholic schools] is, in its academic standards, at least as outstanding as that in other schools in the area."
2. The school values affirmation and professional growth and the Board commits itself to resourcing this appropriately. The Board will review progress and results as deemed appropriate.
3. The appraisal process will be carried out in a manner that reflects the Special Character that the school upholds.

**PURPOSES**

1. To achieve quality work in teaching and learning and support career pathways for staff.
2. For each individual staff member, the purposes of an appraisal and staff development programme are:
  - To affirm and enhance professional standards.
  - To identify areas of need for professional development.
  - To demonstrate professional accountability.
3. For the school, the purposes of an appraisal and staff development programme are:
  - To help the school achieve high educational standards.
  - To identify areas of need for professional development.
  - To link each staff member's development to the school's Charter Goals and Objectives.
  - To enable the Principal to demonstrate accountability to the employer and other appropriate authorities.
4. To maintain the Special Character of the school.

**GUIDELINES**

1. As the legal employer of all staff, the Board of Trustees has a primary responsibility for ensuring the development and implementation of a performance appraisal system, to meet local needs as well as the prescribed requirements.

2. To ensure that the appraisal process has an appropriate professional development orientation, the Board of Trustees through Principal and Staff will design and maintain an appraisal system to meet local needs and prescribed requirements
3. The features of the appraisal process and aspects of teacher performance to be appraised are as listed in the Ministry of Education website concerning Performance Management, Professional Standards and the Registered Teacher Criteria Handbook 2010.
4. The Principal will ensure that staff appraisal is undertaken. The Board of Trustees Chairperson will ensure that appraisal of the Principal is undertaken.
5. Appraisal will be based on each staff member's job description and will include appraisal against the requirements of the relevant professional standards as determined in the Primary Teachers' Collective Employment Agreement (available on MOE performance management website page) or other appropriate collective agreements.
6. Appraisal for teaching staff at Our Lady of the Sacred Heart School -
  - a. Will take place at least annually
  - b. Will be conducted by a member of the senior leadership team concerned
  - c. Will be an ongoing and cyclic process involving:
    - Agreed purpose and strategy, including job descriptions which reflect the school's Special Character
    - Individual reflection, regular journal keeping and setting targets
    - Meeting with Principal/senior staff member and agreement on development objectives
    - Classroom observations, interview and feedback
    - Reflective discussion, feedback and future targets established.
    - Relevant staff development activities planned.
- 6A. Appraisal for other staff will be as appropriate for role and job description.
7. A timeline of events for the appraisal process and staff development programme will be established by the Principal and Staff, and included in the School Plan which is presented to Board of Trustees in Term 1 of each year.
8. Appraisal will be resourced as follows:
  - An allocation for the training of appraisers and appraisees when required;
  - A budget for teacher release days;
  - A professional development budget which is responsive to needs established through the Annual School Plan and the appraisal process.
9. A review process is available for those who believe it is inappropriate for their nominated appraiser to undertake their performance appraisal and those who believe the conclusions of their performance appraisal may be inaccurate. Refer document *Procedure for Resolving Disputes* held in the School Policy Folder.
10. Where a teacher disagrees with the deferral of his/her salary increment, the procedures outlined in the Primary Teachers' Collective Employment Agreement will be followed.
11. Professional competence will inevitably be identified through the appraisal process. If incompetence is identified, then procedures as described in the relevant Collective Employment Agreements will be instituted outside the bounds of the appraisal process.

12. Appraisal reports will be filed in the Principal's Office. The appraisal reports of individual staff members will be confidential to the appraisee, the appraiser, and the Principal, unless the appraisee agrees otherwise.
13. The Principal shall report to the Board at six-monthly intervals on progress with ongoing staff appraisal and issues arising (if any).

### **CONCLUSION**

A professional development perspective to appraisal will ensure a continued improvement in the quality of teaching and learning at Our Lady of the Sacred Heart School. Teachers will be provided with opportunities for appropriate professional development that includes RE development directed towards gaining accreditation levels. The professional growth of every teacher is a vital component of effective personnel management and directly benefits all children. Professional development is integral to the success of every teacher's personal career pathway.

**Staff Development Policy adopted June 1992**

**Staff Appraisal Policy adopted July 1993**

**Policies reviewed and combined October 15 1997**

**Policy amended to include Professional Standards December 16 1998**

**Reviewed June 20 2001**

**Reviewed August 18 2004**

**Reviewed/revised in consultation with teaching staff 16 August 2006**

**Reviewed and amended in consultation with teaching staff 20 June 2007**

**Reviewed and amended in consultation with teaching staff October 2010**

**Reviewed and amended in consultation with teaching staff July 2013**

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**CHAIRPERSON**

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**SECRETARY**