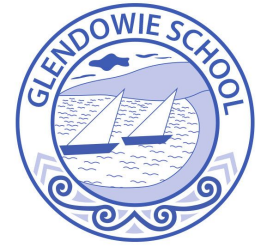


Policy Glendowie Primary School

APPRAISAL PRINCIPAL'S PERFORMANCE POLICY



RATIONALE

- To provide a framework whereby the Principal is accountable for leading the school and managing the quality of teaching through the annual performance agreement.

PURPOSE

- The purposes of this process are to ensure the Principal is aware of the board's objectives, to assist the Principal's professional learning and development and improve/acknowledge performance (i.e. it is about both accountability and development)
- The performance agreement shall reflect the school's strategic and annual plans and the Principal's job description and shall take into account the professional standards, the preceding year's review report where relevant and the Standards of the Teaching Profession (STP) and Career Structure Criteria
- To ensure the Principal receives support and assistance in undertaking school wide responsibilities and in the Principal professional development.

GUIDELINES

- The Board Chairperson will be responsible for the Appraisal of the Principals leadership and management/school wide responsibilities, personal professional development objectives, and interim professional standards. The Board may co-opt another B.O.T. member to support this process.
- The Board Chairperson may engage (in consultation with the Principal) persons with appropriate skills and expertise to contribute to the Appraisal process.
- The Board Chairperson and the Principal will consult to determine a process for the Appraisal
- The Principal's performance agreement will reflect the school/Board goals, the Principal's job description, and more specific objectives
 - The key objectives will include the identification and development of appropriate indicators.
 - Support and assistance will be given to the Principal for organisational and personal development objectives.
 - The Education Council requires that in order for the Principal to renew their practising certificate they need to be annually appraised against the 6 Standards for the Teaching Profession

THE PROCESS

The performance agreement shall be developed in consultation with the Principal and it shall detail:

- Objectives for that year including relevant professional standards;
- Objectives linked to the Standards for the Teaching Profession
- A professional learning and development plan for the Principal to identify strategies and support (including any agreed resourcing) to enable the Principal to carry out his/her responsibilities and to meet the objectives and improve professional knowledge and performance
- The Board Chairperson will meet with any external appraiser they appoint to appraise the Principal and agree on the criteria for the performance appraisal and the report to be presented to the Board of Trustees.
- The Principal will self-appraise as part of the preparation for Appraisal and as a form of self-critique. This may be confidential to the Principal.
- The appraiser and appraisee will meet regularly to discuss progress. Progress could be reviewed each term
- A summary of outcomes will be produced by the Appraisee and confirmed by the appraiser which will show whether the objectives, criteria, and the standards have been met
- A final Appraisal report will be completed by the appraiser and appraisee against the objectives set and the data collected. The Principal may take the opportunity to comment on the final report , but this is not mandatory
- The final report will be signed by the appraisee and appraiser.

DISPUTES

- Any dispute related to the Principal's Appraisal Process or its results will be referred to an independent arbitrator agreed upon by the Principal and the Board Chairperson. (Note that in any dispute, the Board as employer, has responsibility for the final decision). See clauses 4.13 Primary Principal's Collective Agreement March 2013

TIME FRAME

The Principal's Appraisal will take place annually.

CONFIDENTIALITY

- Documentation related to the Principal's Appraisal interview will remain confidential to the Principal and the Board, unless the Principal agrees otherwise to allow others to view the appraisal report.
 - Performance Agreement documents will be made available to the Board as confidential documents.
 - The Appraisal Report, could be tabled and discussed (in committee) at a Board meeting. The Principal has all documentation returned at the conclusion of each appraisal period with the exception of the final report whereby this copy may remain with the confidential minutes of the B.O.T.

References

Primary Principal's Collective Agreement

Professional Standards for Principal's

Principal Job Description

Ministry of Education Professional Standards

Our Code Our Standards (Education Council New Zealand)

Approved : Board of Trustees Meeting 2/8/16

Signature of Chairperson 

Reviewed 26th March 2019