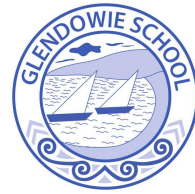


POLICY Glendowie School
APPRAISAL FOR TEACHERS POLICY



RATIONALE

To follow the requirements of Individual or Collective Employment Contracts, the *Standards for the Teaching Profession (STP)*, the *Code of Professional Responsibility*, and the MOE Professional Standards.

PURPOSE

- Appraisal for teachers will focus on professional learning aligned to the professional growth cycle of the Standards for the Teaching Profession (STP) which capitalizes on the authentic learning collaborations between teachers.
- Teachers will engage in professional learning using the Standards I Ngā Paerewa) to advance their understanding of the relationship between their professional practice and outcomes for learners.
- We recognise that the STP and the Professional Standards will be evident in the schools Professional Growth Cycle within our school setting.
- Information obtained from appraisal provides an opportunity to review the context of the standards within our setting and identify any future professional development needs for the school.

DELEGATIONS

Responsibility for the implementation of the appraisal policy and process is delegated to the Principal by the Board and the Principal delegates to a professional competent person or persons or senior teachers .

PRINCIPLES

Teacher appraisal procedures are consistent with principles of openness, transparency, professional advancement, confidentiality and helpfulness to individual staff members.

TIME FRAME.

All teachers will participate in the appraisal process annually.

CONFIDENTIALITY

Individual appraisal documents are confidential to the appraisee, the appraiser and the Principal, and no part of that document may be made available or divulged in any way to another party with the exception of a duly licensed agent of the Crown.

PERFORMANCE EXPECTATIONS.

Every teacher's job description is inclusive of the Standards for the Teaching Profession and the Code of Professional Responsibility, and is inclusive of the Professional Standards.

The expectation is that all teachers will meet the requirements of the STP, the Code of Professional Responsibility and the Professional Standards.

If there is a concern that a teacher is not meeting the STP's, then evidence related to the concern will be collected, a process of professional learning support to address the concern will be put in place, a timeframe for improvements will be set and the changes in teacher practice will be

monitored and recorded. If there is not sufficient improvement in the time set, then formal performance management will be considered.

Management unit holders will complete an additional appraisal from their specific job description.

ANNUAL CYCLE OF PROFESSIONAL GROWTH

- Objectives will be identified each year,
- The management team will decide school-wide objectives from the annual plan and are linked to the standards. These will become their annual cycle of professional growth using the Standards or Paerewa to support them.
- Each teacher may, in consultation with their appraiser, identify a particular objective or standard (from Goal 1 and 2) but under the umbrella of the key objectives of improved learning outcomes for students and professional development from the school-wide year's focus.
- The appraiser and appraisee can mutually agree on further development objectives.
- The objectives can also be included from the previous year's appraisal.

APPRAISAL PROCESS.

The appraisal process requires that:

1. Each teacher identifies objectives 1 and 2 which will become their annual cycle of professional growth. They will familiarise themselves with the standards and the schools common understandings of the standard.
2. Teachers may keep feedback notes, observation notes or any other information that supports their own (growth) learning.
3. Teachers will be encouraged to think about their own practice and impact on student learning which aligns with their objective 1 and 2.
4. The appraiser will discuss and give feedback to the teacher on their practice (which is their professional Growth Cycle) including teacher observations. A statement will be given to the teacher about whether they meet the Standards or Paerewa and the category of the Standards.
5. The appraiser's copy of the appraisal document is the official report, which is to be signed by the appraiser and appraisee to verify the completion of the process.
6. The Principal and the appraisee shall each have a copy of the completed report.

ENDORSEMENT (Requirements for holding a Practising Certificate)

The teacher must have :

- Completed satisfactory recent teaching – two years in the last five.
- Meet the Standards. (STP)
- Undertake professional growth and learning (professional development).
- Work on their individual goals for making **progress** in te reo me ngā tikanga Māori. (Every teacher is expected to demonstrate and show progress on the elaboration of STP 1, around practising and developing the use of te reo and tikanga Māori).
- Confirm their commitment to the Code | Ngā Tikanga Matatika.
- Confirm that they meet the requirements for fitness to teach.
- Complete a satisfactory police vet every three years.

Teachers seeking to move to Tūturu/Full (Category One) from Tōmua/Provisional will have completed induction and mentoring as well meeting the other requirements for Tūturu | Full (Category One).

Teachers seeking to return to Tūturu | Full (Category One) from Pūmau | Full (Category Two) will also need to have completed one year of mentoring.

Process to follow if the teacher has not met the expectations of the Standards for the Teaching Profession

STP (Standards for the Teaching Profession): If progressions are deferred a time frame is set for meeting them by the Principal and appraisee. It includes what support they need in order to enable improvement.

Teachers holding Tomua, provisional registration will need to keep records of participation in the advice and guidance programme. They don't need to keep evidence if it is already in our natural setting e.g. in assessment or planning records etc

Professional Standards. MOE 1998

Fully registered: If unable to meet them as Fully Registered then competency procedures take place.

Experienced Teacher: If unable to meet them as Experienced Teacher then they return to the Fully Registered level, and then

- can return to the experienced if they meet them
- or undergo competency if they don't meet them

DISPUTES

An appraisee may negotiate with the Principal to be entitled to a different appraiser on the following grounds:

1. The appraiser has insufficient knowledge of the appraisee's performance.
2. The appraiser has a very unreasonable attitude towards the appraisee.
3. Non-compliance with guidelines.
4. The evaluation was not based on the predetermined objectives.
5. An opportunity would exist for the appraisal to be carried out by a second appraiser within the stated time frame.

PROFESSIONAL DEVELOPMENT.

Each year each staff member receives opportunities and support for undertaking personal professional development and improvement. A record is kept of each staff member's professional development programme and the support provided.

PROFESSIONAL STANDARDS are required to be met annually (NZEI Teachers contract July 2019 -30th June 2022)

1. Teachers who meet all the relevant Professional Standards will progress to the next step in the salary scale (as attested by the Principal).
2. Provisionally Registered Teachers will have at least two annual appraisals before moving to the Fully Registered level.
3. Fully Registered Teachers will have at least three annual appraisals before moving to the Experienced level.

EFFECTIVENESS REVIEW

This policy will be reviewed in accordance with the board's triennial programme of self-review.

SUPPORTING DOCUMENTS

- Ministry of Education Professional Standards (NZEI contract 1st July 2019-30th June 2022)
- Our Code, Our Standards (Education Council New Zealand)
- Appraisal Process Procedure
- Teachers Appraisal Manual
- Glendowie School Quality Teacher Template (STP)

Approved : Board of Trustees Meeting 2/8/16

A handwritten signature in black ink, appearing to read 'D. Abbott', is centered in the box.

Signature of Chairperson

Reviewed 29th June 2021