

	Policy
	Policy Category: GOVERNANCE
	Date Created: November 2016
	Policy Name: Staff Appraisal Policy

Policy and Recommended Procedure

INTRODUCTION

Appraisal to follow the following process:

Appraisal begins (Feb/March annually) where staff review their Job description, their performance is reviewed by their supervisor or manager (usually by way of a professional discussion of reflect practice) then appraised sets professional goals (PGC) based upon professional teaching standards, job description and own reflective practice in conjunction with appraiser. This process will be in conjunction with completion of PGC (Professional Growth Cycle).

Initial progress made toward goal(s) is assessed by appraiser in April/May with written feedback given. The appraised is expected to provide any evidence of progress to appraiser prior to this assessment.

Significant progress made toward goal(s) is assessed by appraiser in July/August with written feedback given. The appraised is expected to provide evidence of progress to appraiser prior to this assessment.

Final meeting to conclude appraisal process (PGC) and discuss possible direction for the following year held in October.

Key Principles

The appraisal system (PGC) will provide staff with the opportunity to review their own performance in terms of the performance standards and with an opportunity for their performance to be appraised by someone who observes them and/or who can apply effective investigation methods and uses the same standards.

Staff will have the opportunity to discuss with their assessor any differences in assessment ratings or views.

Training

Management (and appraising staff) will receive training or instruction in the staff appraisal system and principles.

Implementation Planning

Management will plan implementation of staff appraisal system.

Promotion and orientation

Management will promote benefits and features of system to staff.

IMPLEMENTATION

[Management will adjust times and timelines specified herein at their discretion and if unaltered should be considered a guide only]

All staff will repeat appraisal cycle annually. Management will plan a schedule; scheduling the dates/times of the various sessions with specified staff throughout the year.

All new staff will begin appraisal cycle in month closest to their start date where appraisal interviews are taking place and then annually thereafter.

Authorised:	
Date:	
Review Date:	Term 2, 2022
Consultation Undertaken:	