

STAFF PERFORMANCE MANAGEMENT POLICY

PURPOSE:

The Performance Management programme in this school is designed to improve the effectiveness of all staff and to enhance children's learning.

OBJECTIVES:

- To link staff appraisal with professional development and to achieve school wide objectives in order to maximize the learning outcomes for students.
- To focus on staff strengths and provide formal opportunities for teachers to receive positive feedback on their efforts.
- To identify areas that individual staff members can strengthen through the provision of appropriate in-service training.
- To integrate relevant Professional Standards as part of the performance expectations for each teacher and deputy principal.
- Appraisal is intended to be a positive process.
- It is inclusive of all staff, so joint ownership of the process is essential.
- All information recorded in the appraisal report will be confidential to the appraiser, the appraisee and the principal.
- Reporting to the Board of Trustees will be of a general nature only and no specific information will be supplied on an individual staff member.
- The Principal will be appraised by the Board of Trustees Chairman or his/her nominee. Deputy Principals will be appraised by the Principal.
- Staff appraisal will be closely linked to the appropriate job description.
- Staff will be involved in refining the appraisal statement about themselves.
- The appraisal of all teaching staff will be carried out by a member of the senior management team. The appraisal of support staff will be carried out by the Principal.
- Any staff appraisal release will be linked to the staff development budget.
- A review process is available for those who believe the conclusions in their appraisals are inaccurate.

Assessments against the Professional Standards for Teachers will take place at least once every twelve months.

SELF REVIEW:

1. This policy will be reviewed annually along with all other school policies.
2. Responsibility for review of this policy will be held by the Board of Trustees, and Senior Management Staff.