

Staff Appraisal Policy 2015

Aims

- A.** To give support, feedback and practical assistance to individual staff members
- B.** To identify professional learning opportunities
- C.** To use information gained to improve whole school performance
- D.** To assist in career planning
- E.** To improve professional relationships and communication within the School community

Scope and Application

This policy is available on the school website and applies to:

- A.** Employees

Principles

- A.** The appraisal process will be personally empowering, focus on problem solving and creating new possibilities, build relationships and improve the overall performance of each staff member and the school.
- B.** Judgement, comparison and/or criticism will be avoided.

Responsibilities

A. Council

- 1. Writing and updating this policy in consultation with relevant parties

B. Coordinator

- 1. Facilitate the staff appraisal meetings
- 2. Ensure each staff member has an appraisal each year
- 3. Keep records of these appraisals
- 4. Continue to refine the format of the meeting
- 5. Act on issues raised during these meetings, in the interests of the individuals and the school.
- 6. Mentor new graduate teachers to achieve proficient status with reference to the Australian Professional Standards for Teachers after 180 days of teaching

C. Staff

- 1. Participate in the appraisal process as part of ongoing employment.

2. Complete documentation required within time frames set in conjunction with the Coordinator.
3. Seek and attend Professional Development related to areas of practice that are of personal interest, require further development or are to be targeted within the whole school plan.
4. These requests are to be met within an expedient and appropriate time frame as decided upon by both the coordinator and the staff member being appraised.

Related Legislation

- A. Equal Opportunity Act 1984
- B. Fair Work Act 2009 and the Fair Work Regulations 2009 (Commonwealth)
- C. Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)
- D. Industrial Relations Act 1979
- E. Racial Discrimination Act 1975 (Commonwealth)
- F. School Education Act 1999
- G. Teacher Registration Board Act 2013
- H. Independent Schools' Teachers' Award 1976
- I. Independent Schools Administrative and Technical Officers Award 1993 Number A15 of 1991
- J. School Employees (Independent Day & Boarding Schools) Award, 1980
- K. Teachers' Aides (Independent Schools) Award 1988

Related Kerry Street Documentation

- A. Policies including:
 1. Staff Code of Conduct
 2. Staff Induction policy
 3. Curriculum Policy
 4. Records Policy
 5. Employment and Dismissal of Staff Policy
- B. Organisation Chart
- C. Philosophy and Values
- D. Constitution
- E. Job Description

Contact Person

Enquires relating to this policy should be directed to the School Coordinator or Council President.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination of contract.

Attachments

- A. Procedure

Review and Authorisation

- A. This policy was authorised by the Kerry Street Council on 14/3/05
- B. Reviewed on 13/1/06 by meeting of staff and council
- C. Revised by council on 2/8/06
- D. Reviewed 13/09/13
- E. Reviewed and approved by Council and Coordinator 20-04-2015

Helen Sugars Duff

Staff Appraisal Policy – Attachment A
Procedure

Coordinator Appraisal:

1. The reference for performance will be the Australian Professional Standards for Principals
2. The President of the School Council will facilitate the Coordinator's performance appraisal.
3. A rubric/checklist will be provided to staff and council for rating and comment.
4. Responses will be collated and reported to staff and council via the president
5. Coordinator may have a meeting with an appropriately qualified person. This person will preferably have experience and qualifications in education and/or management.

Staff Appraisal:

1. A brief meeting with the Coordinator to confirm details of the appraisal process
2. Staff member appoints a mentor in conjunction with Coordinator
3. Completion of the appraisal documents by staff member with contribution from mentors
4. Classroom observations and feedback from Mentor and Coordinator
5. A review interview (formal) with the Coordinator
6. The Coordinator will confirm the outcomes of the Appraisal within one week following the final Appraisal Interview with a summary letter indicating the strengths of the staff member, the areas requiring attention or further development.