
Macleans College - POLICIES & DIRECTIVES

SECTION NO: **1200**

POLICY NO: **1211**

ISSUE DATE: 18/06/13

TITLE: **STAFF EMPLOYMENT POLICIES**

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Staff Appraisal and Reflections

RATIONALE:

- 1 The Macleans College Board of Trustees accepts that when staff are involved in a programme which appraises their professional practice, Professional development will be supported and focused with consequent improvement in the quality of teaching and learning at Macleans College.
- 2 New Zealand legislation and Ministry of Education regulations make some form of staff appraisal mandatory in schools. In addition, schools wishing to comply with New Zealand Qualifications Authority (NZQA) requirements for accreditation must operate a system of staff appraisal.
- 3 The Collective Employment Contract (CEC) requires a positive assessment of each teacher's performance against the criteria of Appendix G of the CEC when a salary increment is sought.

PURPOSES:

- 1 To improve staff practice and student learning outcomes.
- 2 To clarify job related expectations and provide staff with *feedback* about their performance.
- 3 To encourage a non-threatening, collegial atmosphere where appraisal is seen as a means of improving a teacher's practice.
- 4 To provide data for effective planning and use of staff development resources for all staff.
- 5 To enable Macleans College to meet CEC requirements in the area of attestation.

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Notes

- 1 Some parts of the appraisal process may identify problems related to competence, discipline or dismissal. They will be addressed in accordance with separate procedures specified in collective or individual contracts, awards and associated legislation.*
- 2 The appraisal process may provide a context for dealing with problems of competence eg in subject content.*
- 3 Appraisal information may impact on personnel management decisions but the appraisal process must be a separate process from that of salary review.*

GUIDELINES:

- 1 The staff appraisal programme will be the responsibility of the performance management co-ordinator, who in turn is responsible to the Senior Management Team (SMT).
- 2 Appraisal, both formative and summative will take place over a 12 month cycle, in accordance with job descriptions for assistant teachers, faculty heads and house leaders, and specific job description portfolios for the SMT.
- 3 Form teacher Appraisal will be arranged, and carried out by house leaders.
- 4 The appraisal process will be the shared responsibility of the appraiser and the appraisee.
- 5 All staff members will be involved in any review of the staff appraisal programme.
- 6 Attestation procedures will be carried out where appropriate, in a process that is distinct from the appraisal procedure.
- 7 The teaching staff will be predominantly involved in a self-appraisal process through the use of student performance data captured and illustrated by the EdPotential system.
- 8 This self-appraisal or reflection process will be under the auspices of the EdPotential Programme.

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This programme allows teachers to analyse their student performance data to set goals to improve their teaching and the learning of their students. They undertake an in-depth inquiry into one of their goals and any professional development needs will be identified.

Through a series of processes it is hoped that the constant teacher up-skilling will be reflected in the increasing success of the Teaching and Learning Programme in the school, and both the EdPotential and Teaching and Learning Programme will be inextricably linked.

- 9 Auditing of Health and Safety Resource Management and Budgets will be appraised separately to the Core Teaching and Learning focus of the Reflections system.

COMMITMENT:

The Macleans College Board of Trustees will provide opportunities and resources for a staff appraisal system aimed at improving the processes of teaching and learning in the college.