

# Staff appraisal and development policy

## Beliefs

- The maintenance of a culture of high efficacy and development is supported by each staff member reflecting on their professional performance, accessing timely, relevant and useful feedback, identifying improvement goals, implementing improvement plans, and productively engaging in communities of practice
- The maintenance of a culture of high efficacy and development is supported by each staff member improving their professional knowledge and skills by accessing relevant training and support to implement the most effective practice
- Appraisal and professional development are likely to be more effective if their goals and implementation protocols are collaboratively determined by employees and supported by the system
- An efficient and effective provision of staff professional development is enhanced if it is driven by needs clearly identified through an agreed approach

## Standards

- Each staff member will actively participate in the staff appraisal and development program
- The staff appraisal and development program will consist of an annual cycle of identifying improvement goals, improvement planning, support provision and progress reporting
- The procedures and protocols for implementing the staff appraisal and development program shall be developed in collaboration with representative staff members and in consultation with all staff members
- Professional improvement goals shall be specific to a particular aspect of the job, include measurable outcomes, be achievable within the constraints of available time and resources and be relevant to the current needs of the school
- Professional improvement goals will be developed from agreed criteria derived from job descriptions
- School-based professional development provision must be approved by the Principal as being relevant, grounded in reliable research, and affordable
- The school shall ensure access to the knowledge and skills needed by each staff member to implement the appraisal and development program
- The school shall allocate appropriate funding, time and resources to the staff appraisal and development program, as negotiated through the annual budget determination procedure

## Guidelines

- The staff appraisal and development program will focus on reflection and growth; optimising strengths and supporting the professional growth and needs of each staff member
- An appropriate component of the annual staff professional development budget shall be assigned to individual professional development plans
- Each staff member will have an assigned appraisal overseer reporting directly to the Principal
- The role of each overseer is to guide, monitor and support individual appraisal and professional development plans to best effect
- In the absence of compliance, the appraisal process shall be referred to the Principal
- Professional improvement goals shall be annually collated to seek synergies and efficiencies in the provision of professional support and to help identify whole school improvement needs
- The Principal shall include a report of the implementation of the staff appraisal and development program in the annual report to the governing body
- The staff appraisal and development program shall be reviewed for relevance, effectiveness and efficiency as part of the ongoing program review cycle

## Basis of Discretion

In consultation with the relevant appraisal overseer and Principal, individual staff members may modify aspects of the staff appraisal and development program if, in the opinion of the Principal, individual circumstances warrant it.

Ratified by the governing body at the meeting of September 30, 2015.