

St Gerard's School Performance Appraisal- STAFF (Teaching staff) Procedure



Commitment- Doing the very best we can for everyone
Joyfulness- celebrating our successes

Work hard so you can present yourself to God and receive his approval. Be a good worker, one who does not need to be ashamed and who correctly explains the word of truth
2: Timothy 2: 15

Purpose of Procedure	Legislation reference	Guidelines to be followed	Delegations
<p><i>To foster positive improvement and professional growth.</i></p> <p><i>To improve teaching and learning in our school.</i></p> <p><i>To meet individual and school needs</i></p> <p><i>To create teacher ownership of the process and outcomes.</i></p> <p><i>To give confidence to, and respect of, the rights of individual.</i></p>	<p>Human Rights Act 1993</p> <p>Employment Relations Act 2000</p> <p>Privacy Act 1993</p>	<p>Appraisal reports are confidential to the appraiser, the appraisee and the Principal.</p> <ul style="list-style-type: none"> • At the beginning of each year a contract will be signed and responsibilities discussed and agreed upon by appraiser and appraisee. • Each term an aspect of the Teacher Council Registered Teacher Criteria will be assessed and signed off by the appraiser. The 12 month cycle will be completed in each specific area on an on going basis. • Term 1- Establishing Relationships- Criteria 1,2,7 plus reflections • Term 2- Practice- Criteria 6,8,9,11 plus reflections • Term 3- Personal Development and leadership- Criteria 4,5,12 • Term 4- Bicultural- Criteria 3,10 plus reflections <ul style="list-style-type: none"> - Religious Education- A willingness and ability to take part in religious instruction appropriate to a Catholic school • Each Term the School wide curriculum focus will be addressed and reflected on. • As per pay increments for teaching staff- the Principal will use the appraises on -going reflections and appraisals to the date of increment to determine eligibility. 	<p>The Principal is responsible for implementing and monitoring the appraisal process and reporting to the B.O.T in a way that ensures the Board are aware of the processes.</p> <p>The Principal is responsible for the appraisal of staff. Each teacher participates in the process as per the format for the 12 month cycle.</p>