



WESLEY COLLEGE BOARD OF TRUSTEES

## **TEACHER PERFORMANCE APPRAISAL PROCEDURE (Personnel Policy Guideline 1.2 & 2)**

### **INTRODUCTION**

The **State Sector Act 1988** requires schools to implement a performance management system and a system of teacher appraisal and attestation in line with the principles as gazetted by the Secretary for Education.

The college's policies/procedures on personnel/staff will reflect an environment which expects that high quality appraisal and professional development takes place regularly for all staff.

### **PROCEDURE**

1. The Principal has overall responsibility for performance management.
  - a. The Principal will be responsible for instituting and monitoring the annual performance management systems for teachers, with authority to delegate to a Senior Manager, if appropriate, who will in that case report annually to the Principal on the operation of the systems.
2. For teachers, all performance management systems (appraisal, attestation, registration, selection) will be based on generic professional standards as laid out in the Secondary Teachers' Collective Employment Contract.
  - a. Management responsibilities will be appraised and attested against the relevant performance standards for unit holders.
  - b. Teachers will be appraised and attested against one of the three levels of generic professional standards for classroom practice (ie beginning teachers, classroom teachers or experienced teachers).
  - c. The relevant generic professional standards together with the listed functions specific to each teacher, comprise the job description for each teacher.
  - d. Teachers will identify at least one objective, being an improvement or initiative in classroom performance, that will be appraised as part of the appraisal cycle.
  - e. When a teacher is appointed to a new position a job specification will be provided by the Principal or delegated Senior Manager, in addition to the relevant professional standards requirements applicable to the position.
3. Accountability is to be based on appraisal and attestation.
  - a. Appraisal of a teacher will be undertaken by the person to whom that teacher is responsible for their work, or by a person appointed by the Principal (or the senior manager PMS where the PMS responsibility has been delegated).
  - b. There must be teaching observation of all teachers.

- c. Self appraisal is an essential component of the performance management cycle. Teachers are expected to gather appropriate data for the completion of the attestation and appraisal process.
  - d. There will be at least one appraisal interview during the year, the time and venue to be agreed upon by appraiser and appraisee.
  - e. The attestation process is to be completed by due date.
4. Support and opportunities for professional development are to be provided during the PMS cycle and will be based on one or more of the following:
- a. Goals. (Professional standards not met under attestation must become priority appraisal goals)
  - b. Support from trained appraisers.
  - c. Professional development opportunities provided through the professional development budget as appropriate.
  - d. Provision of teaching resources.
  - e. Opportunity to observe desired teaching technique(s).
  - f. Peer tutoring and advice.
5. Teacher satisfaction will be fostered (during the appraisal process) by:
- a. Providing teachers with constructive feedback on their performance.
  - b. Recognising the achievements of teachers.
  - c. Providing opportunities to improve communication and the interchange of ideas.

## **6. APPRAISAL PROCEDURE**

[See separate Attestation Procedure]

### **Phase 1**

- a. Dates (of mutual convenience) to be set for initial meeting/interview (at which time the remaining phase 1 points will be addressed).
- b. Self appraisal check list of professional standards on the job description to be completed before the initial meeting.
- c. Select specific goal(s). Priority must be given to professional standards which are not yet met when establishing goals. Goals must relate to required professional standards.
- d. Record goals on Appraisal Summary sheet. Both appraiser and appraisee to keep a copy.
- e. Discuss self appraisal, support and development needed for goal(s).
- f. Set time line and techniques mutually agreed upon for future observation, data collection and final interview.

## **Phase 2- Professional support**

- g. Observation is mandatory and may be against criteria on provided templates.
- h. Level of observation to be agreed upon by appraisee and appraiser.
- i. Other forms of data collection may occur, as agreed upon in Phase 1.
- j. The appraiser will endeavour to arrange for any professional support (visits to other classes, courses, etc) necessary for the appraisee to reach goals and achieve performance indicators.

## **Phase 3**

- k. A mutually agreed uninterrupted time for a formal interview must be set.
- l. The appraisee brings to the interview completed self appraisal, job description and any other feedback or data collected, as specified in the Phase 1 meeting. The appraiser brings to the interview any written observations and a copy of the job description documents.
- m. The interview is to be held as part of a formative process based on constructive communication and evaluation.
- n. At the conclusion of the interview, both parties must agree upon and sign the final written summary statement.
- o. Copies of the document are to be provided to appraisee, HoD and Principal. Principal to review outcomes.
- p. For reasons of confidentiality the appraiser, appraisee, HoD and Principal are the only parties privy to PMS documents.
- q. In the event of a dispute during any phase of the PMS cycle, an appeal may be made to the senior manager PMS or the Principal.
- r. Appraisers are not involved in competency issues during the appraisal process. These should be passed on to HoDs and the Principal.

The Board of Trustees approved this policy at the September 2008 meeting.  
This policy will be reviewed on / before the September meeting 2011.

Signed: *Norman Johnston*  
Chairperson

Date: 11 September 2008