

**POLICY  
NAG 3**

**BLOMFIELD SPECIAL SCHOOL & RESOURCE CENTRE  
PERFORMANCE MANAGEMENT POLICY**

**RATIONALE:**

Performance Management supports each member of staff to understand what is expected of them and to ensure they are provided with feedback and support to develop professionally and to enhance their contribution to the school. Recognition of progress and achievement will affirm and motivate individuals to further enhance their performance

**PURPOSE**

To:

- improve learning for students by improving the quality of work performance
- integrate Professional Learning and Development (PLD) and Appraisal practices, and procedures into a cohesive system which promotes student progress and achievement.
- set agreed performance expectations and the process for measuring performance against those expectations.
- to focus on the PLD priorities for each individual.

**GUIDELINES:**

1. Expectations of performance are established by the Appraiser and Appraisee at the beginning of the Performance Management cycle . This is negotiated through the annual agreement of the Statement of Responsibilities inclusive of the Job Description and agreed Professional Learning and Development plan.
2. The appraisal process will include:
  - \* a discussion of achievement of performance expectations
  - \* scheduled Progress Review meetings.
  - \* written self-review comments
  - \* a final written report.
3. For Teachers the process will include appraisal of performance:
  - at the appropriate level of the Professional Standards.
  - against the Practising Teacher Criteria.
  - in the context of Tataiako Cultural competencies.
  - inclusive of informal and formal observation of teaching practice.

4. Performance appraisals will be cyclic and completed annually.
5. During the appraisal process new targets may be established by agreement where appropriate.
6. The final written appraisal of individual staff members will be the appraiser's responsibility which will be overseen by the Principal .
7. The Principal's appraisal will be the responsibility of the Board of Trustees Chairperson or his/her delegate. This will be an annual appraisal.
8. The annual appraisal of the senior management team will be the responsibility of the Principal.
- 9 All appraisal documentation is confidential to the staff member, their appraiser and the Principal.
10. The Principal is responsible for ensuring that the outcomes of the appraisals are acted upon.
11. The Board of Trustees responsibilities are confined within its governance role ensuring that:
  - the policy is carried out
  - the budget for Performance Management implementation is adequate
12. A review process is available for those who believe that conclusion of their appraisal may be inaccurate. Where there is a disagreement the appraiser and the appraisee meet with a third party acceptable to both. If a compromise cannot be reached a mediator is appointed who establishes guidelines for the outcome of the mediation.

Approved by the Board of Trustees on 27.11.2000

Reviewed and adopted by the Board of Trustees: 18.10.2018

Chairperson: \_\_\_\_\_ Date: 18.10.2018  
Emma Watson

Next review date: November 2021