



SPOTSWOOD COLLEGE

STAFF PERFORMANCE MANAGEMENT POLICY

Rationale: A robust Performance Management process builds capability and improves learning outcomes for students.

Guidelines:

1. Appraisals will be carried out with all staff at least once in every twelve months
2. The appraisal of the Principal is the responsibility of the Board.
3. The responsibility for the appraisal of other staff is delegated to the Principal who will develop a programme for appraisal delegating further to appropriate senior staff.

Procedures:

1. Staff will have job descriptions which will form the basis of the performance appraisals.
2. Performance is appraised against the Registered Teacher Criteria for secondary teachers relevant to the position of the person being appraised.
3. Performance appraisal may identify and justify professional development needs and all staff will have access to such time and resources as available through the Staff Development Procedure.
4. The process will provide evidence for:
 - a) The Principal to attest to the performance of basic scale teachers.
 - b) Decisions to be made about the loss of units under relevant sections of the Secondary Teachers Collective Agreement.
5. Disputes about appraisal outcomes:
 - a) Appraisees will have the opportunity to express disagreement with performance review outcomes on the appraisal report and agreement.
 - b) Where pay progression or retention of units is affected, the employee has a right of appeal to the Board and, if unresolved, to an independent arbitrator agreed by negotiation with the Board.

6. All results of performance appraisal are confidential to the person being appraised, the appraiser and the Principal, except in cases of dispute (8 (b) above).
7. The Principal is responsible for ensuring that outcomes of performance appraisals are acted upon.
8. The Board's role in the performance appraisal process shall be limited to its governance role, its responsibility for the appraisal of the Principal and to cases of appeal to the Board (5 (b) above).
9. Performance appraisal processes should reflect purposes 1 and 3 of the EEO Policy.
10. Refer to Teacher Inquiry and Performance Appraisal Handbooks for specific appraisal procedures.

Approval:

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 27 May, 2013.

Signed on behalf of, and with the authority of the Board

_____ on _____ (Date)
Board Chairperson

Due for Review: _____ (Date)

Reviewed Date: _____ Signed for B.O.T. _____