
Ratified by B.O.T. **Date: 12 March 2018**

Review Date: October 2020

Signed by Chairman:

POLICY TITLE: Principal and Teacher Review Policy

POLICY NUMBER: 27

NAG'S REF: 2

A. Purpose:

The main purpose of this policy is to help the principal and teachers to perform better and have greater job satisfaction, thereby improving and enhancing school programmes, environment and atmosphere.

We will endeavour to:

1. Recognise areas of achievement and performance;
2. Identify areas for assistance, support and training where necessary;
3. Follow procedures that meet the needs for Teacher Registration.

To ensure that all staff are fulfilling the expectations and obligations of their employment contracts and job descriptions, an appraisal process is necessary. The Board of Trustees are committed to an appraisal process where staff are assessed and constructive feedback is provided. The outcome of such reviews should include such factors as performance, effectiveness, training needs, goal setting and personal development. It should also be able to assure the school proprietors that staff are fulfilling the requirements of the school's Special Character.

B. Guidelines/Objectives:

Time Frame

- 1 Formal appraisals shall be done on an annual basis.
- 2 The appraisal process shall be carried out throughout the year.

Responsibilities

The principal's appraisal process will be conducted in two parts.

1. In accordance with the appraisal guidelines as laid out in the Principals Performance Agreement an independent person may be appointed to conduct the review as agreed by the principal and Board.

2. Performance related to Board Policy, and to be overseen by the Board Chairman.

Appraisal of teaching staff will be conducted by the syndicate leaders or the principal.

Staff will be appraised against the:

- Job Description and Performance Objectives;
- Code of Professional Responsibility as established by the Education Council;
- Standards for the Teaching Profession; and
- Any recommendations from the previous year's appraisal.

C. Teacher Appraisal Process

All teacher appraisals will be conducted using the Standards for the Teaching Profession as the basis for the review. It will be an opportunity to review, reflect on and evaluate the present practices, both on a personal and a school wide level, so that we can give support and training, and implement change where necessary. It will be used to evaluate our current management procedures. However, it is primarily a time to celebrate success.

The process may involve observations, interviews and/or questionnaires and must give opportunity for the teacher to present evidence of their practice for meeting the standards. An initial interview should be held at the outset of the appraisal period and again once a draft report is formulated to allow the appraisee to consider and comment on the draft. The appraiser shall write a formal appraisal report, including any recommendations to be signed off by the appraiser and appraisee. A summary report and any recommendations for training etc. will be made for the principal and the Board of Trustees.

Where a member of staff is in disagreement regarding their appraisal, this should be noted on the final appraisal report if it cannot be resolved beforehand.

Teacher Registration and salary increments can only be signed off by the principal or Board Chairperson, once the teacher has demonstrated that they have met the Standards for the Teaching Profession and comply with the Code of Professional Responsibility.

The principal will annually report to the Board a summary of the appraisal reports and an annual Professional Development Plan for teaching staff.

D. Confidentiality:

All appraisal documentation will be kept in a file confidential to the appraisee and appraiser. Under the Education Act 1989, s327, the Education Review Office may access information in the file. The provisions of the Privacy Act with regard to this will apply.