

Appraisal

3.4

Rationale

The Board of Trustees is responsible for ensuring that a staff appraisal system is in place for all employees. The purpose of the appraisal system is to assure the Board of Trustees that employees are fulfilling their duties and meeting all relevant professional standards.

Requirements

1. The Board of Trustees will delegate responsibility for staff appraisal to the Principal.
2. The appraisal system will be based on the principles of openness, transparency, professional development, confidentiality and helpfulness to staff members.
3. All staff will be appraised annually.
4. The appraisal of teaching staff will be based on the Standards for the Teaching Profession.
5. The appraisal of teachers with middle management responsibilities will be based on the Criteria for Unit Holders as set out in the Secondary Teachers' Collective Agreement.
6. Non-teaching staff will be appraised against their job description(s) and relevant professional standards.
7. The Principal may delegate responsibility for the appraisal of teaching staff to the appropriate Head of Faculty.
8. The Principal may delegate responsibility for the appraisal of teachers with middle management responsibilities to the appropriate Senior Leader or Middle Leader.
9. The Principal may delegate responsibility for the appraisal of non-teaching staff to the Business Manager.
10. The appraisal of Senior Leaders may be delegated to an outside provider with appropriate expertise.
11. Resourcing to implement the Appraisal system will be made available where appropriate
12. The appraisal of teaching staff, including those with management responsibilities will involve:
 - a. Two appraisal meetings between the appraisee and their appraiser, one at the start of the year and one at the end of the year;
 - b. A minimum of one classroom observation of the appraisee by their appraiser;
 - c. The completion of an Appraisal Summary by the appraisee and appraiser.
13. Should issues of competency arise, then the appraisal process will be suspended and the Principal will assume direct responsibility for the performance management of the staff

member. The performance management of teaching staff will be in accordance with the Secondary Teachers' Collective Agreement.

Adopted by the Board of Trustees: 9 December 2019