



PELORUS COMMUNITY PRESCHOOL

Staff Performance Appraisal Policy

Education [Early Childhood Services] Regulations 2008 (and its Amendments): Regulation 47

Licensing Criteria for Early Childhood Education and Care Centres 2008: Criterion GMA7

Rationale

Effective and efficient staff appraisal at Pelorus Community Preschool ensures that we provide an environment where teachers can perform well, seek professional and personal development, and contribute positively to the values and philosophy of the Pelorus Community Preschool.

Purpose

The purpose of staff appraisal is to set clear performance expectations and outcomes for teachers. It provides ongoing support and feedback for teachers to meet or exceed the expectations and standards set by Pelorus Community Preschool. It will ensure opportunities for ongoing training and professional development will be available for staff working at Pelorus Community Preschool.

Pay increments are not linked to staff appraisals.

Staff Performance Appraisal

- Ensures high quality education and care is provided at Pelorus Community Preschool.
- Celebrates successes.
- Ensures that staff's existing skills, expertise, special abilities and talents are recognized and utilized to their full potential.
- Provides staff with feedback, direction and support.
- Identifies areas and actions for growth and development.
- Assists the Head Teacher and the Board in future planning.
- Assists staff to recognize their potential and set specific goals to improve their performance in the future.
- Provides you with feedback from your peers.

The Performance Appraisal Process is

- Confidential to the staff member involved and the Senior Teacher.
- Carried out in such a way as to ensure the staff member participates in the evaluation of their work.
- Regarded as a continuous process, not a one off event.
- All staff will participate in an annual appraisal and set goals in conjunction with the Senior Teacher as a result of the appraisal process.
- All staff will link their professional development directly to their appraisal goals and document this as part of their professional development planning.

Annual Appraisal Process

Step One: Staff will keep an ongoing record of evidence throughout the year, providing examples of indicators met based on their job description and using a range of other methods e.g. reflective journals, portfolios, visual presentations, learning stories and projects etc.

Step Two: The staff member being appraised will fill out a self appraisal questionnaire. Teaching colleagues will be given a peer appraisal form to fill out for this staff member at the same time. This constructive feedback will be given to the Senior Teacher within 7 days of receiving them.

Step Three: A meeting time will be set with the staff member and the Senior Teacher. The staff member will have the opportunity to contribute through discussion and/or visual examples to their self appraisal and job description performance indicators.

Peer appraisal will also be given to the staff member at this time. The staff member will be given an opportunity to reflect on the feedback given and determine their goals for the next 12 months.

Step Four: in conjunction with the Senior Teacher the staff member will complete a performance appraisal action plan, setting clear and specific goals to grow and develop in the next 12 months. Six months after the appraisal a review of progress and goals will be completed or as required throughout the year. Any appraisal that is of concern may be reviewed more regularly as agreed to by both parties.

Licensing Criteria

Suitable human resource management practices are implemented (GMA7).

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| Adopted: | December 2007 |
| Reviewed: | August 2009 |
| Updated: | November 2010 |
| Reviewed: | July 2011 |
| Review Date: | September 2013 |
| Reviewed: | September 2013 |
| Review Date: | September 2015 |

Reviewed: July 2015
Review Date: July 2017

Policy in Action

If this policy is being effectively implemented then the following should be happening in the Pelorus Community Preschool:

- All staff will have been appraised and a record of such appraisal will be in their individual file.