

PERFORMANCE MANAGEMENT POLICY

Biblical Reference

Psalm 1:6

For the Lord watches over the way of the righteous

1 Corinthians 3:12-13

If any man builds on this foundation using gold, silver, costly stones, wood, hay or straw, his work will be shown for what it is, because the day will bring it to light. It will be revealed with fire and the fire will test the quality of each man's work.

National Administration Guideline

NAG 3

Rationale

The Sonrise Board of Trustees is responsible for the monitoring and reviewing of the operation of the appraisal process.

This requires all staff to have high standards, both educationally and in relation to the Special Character of the school. Such standards are assessed with a Performance Management System.

Guidelines

- Performance Management forms part of the school's quality improvement processes on the journey towards quality Special Character education.
- Such assessments include all staff, in a system of self, internal and external appraisal and change.

It includes

- Documentation of expected standards
 - Systems of assessing performance against those documented standards
 - Quality improvement processes
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- The Board of Trustees has a contractual requirement to appraise the principal's performance annually.
 - The Chairman of the Board has responsibility to ensure that the appraisal of the principal takes place.
 - Responsibility for appraisal of all other staff is delegated to the principal.
 - Appraisals are to be carried out annually for all staff and the delegated authority has responsibility for ensuring that the outcomes of the appraisal are acted on.

Procedures

Performance Agreement

- Each year the BOT Chairman will meet with the principal and together develop and agree an annual performance agreement for the principal. Key objectives or goals for each category will be selected from the key documents, based on previous appraisals, drawn from identified goals and objectives of the BOT, the self-appraisal of the principal.
- For each performance objective or goal, outcomes will be identified and agreed.
- Once these objectives and outcomes are agreed, the principal will draw up a detailed plan of how the objectives will be achieved and measured. Once these have been agreed, the BOT Chairman and principal will sign it.

Monitoring

This allows for interim appraisal and notification and documentation of achievement of intermediate goals, and other reports and if necessary modifying the performance agreement.

Formal Appraisal Interview

Prior to the interview the principal will carry out a self-appraisal of performance, which will remain confidential.

The purpose of the interview is to look back on a document what has been achieved and plan for the next round of appraisal.

A report detailing the conclusions of the interview will be drawn up and approved by the principal and chairman.

Confidentiality

Documentation related to the principal's appraisal is confidential to the principal and **the Board of Trustees**, unless the principal agrees otherwise.

Dispute Resolution

Any dispute related to the principal's appraisal report will be managed according to the principles and processes of the Conflict Resolution policy.

Staff Appraisal

The principal is responsible for the appraisal of school staff.

Appraisal assesses performance measured against the staff member's job description, legislated professional standards, and other agreed standards of performance.

Setting Performance Goals

Each year the principal will meet with the staff and together agree key objectives or goals based on previous appraisals.

For each objective or goal, outcomes and outcome measures will be identified and agreed. The principal will identify any specific requirements to meet the staff member's agreed performance goals.



Monitoring

This allows for interim appraisal and notification and documentation of achievement of intermediate goals, and other reports and if necessary modifying the performance agreement. Data collection is ongoing over this step.

Formal Appraisal Interview

Prior to the interview the staff member will carry out a self-appraisal of performance.

The purpose of the interview is to look back on and document what has been achieved and plan for the next round of appraisal.

A report detailing the conclusions of the interview will be drawn up and agreed by the staff member and the principal. This will be filed in the staff member's employment record.

The report will include:

- Commendations or concerns on performance
- Factors affecting performance
- Recommendations for the future
- Outcomes of professional development goals and further training needs
- Potential goals for further appraisal.

Confidentiality

Documentation related to the member's appraisal is confidential to the principal and staff member, unless the staff member agrees otherwise.

Dispute Resolution

Any dispute related to the staff member's appraisal will be managed according to the principles and processes of Conflict Resolution policy.

Report to the Board

The principal will report on staff assessments each year. The content of this report will not include specifics of individual performance but highlight the gains made, ongoing needs, and areas for improvement. This report will be presented to the BOT at the final meeting for each year.

Assessment and review

This policy will be assessed and reviewed as part of the Board's review cycle.

Ratified by Board

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Signed for Board

Date

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Reviewed

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Signed by Board

Date

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