



APPRAISAL OF NON-TEACHING STAFF PROCEDURE

RATIONALE:

In accordance with the requirements of the *State Sector Act* and the *Education Act* and its amendments, the Board of Trustees supports the development and implementation of a Performance Management procedure.

Performance Appraisal is part of the school's self-review processes and is a mandatory requirement for schools.

Performance Appraisal is a formalised set of processes that provide staff with specific feedback and direction regarding performance improvement and improved learning outcomes.

Performance Appraisal is complemented by other processes, both formal and informal, to improve the quality of teaching and learning outcomes and quality of the services required for school functioning.

Appraisal of Non-Teaching Staff

Staff appraisal is a process that has been developed to enhance effectiveness.

Non-teaching staff are normally appraised by the person to whom they are directly responsible.

Appraisals are open, honest, positive, confidential, and based on:

- job descriptions
- school priorities
- the staff member's professional development requirements.

Support staff progress through steps within grades on an annual basis provided that they meet or exceed standards of performance as assessed through the appraisal process. Relevant documentation of the appraisal process is kept as required.

The principal reports to the board annually that all staff have completed the appraisal process for the current year.

Review Responsibility: *Principal, DP, Chairperson & Deputy Chairperson*

Date Confirmed: 24 March 2021

Principal: *Karla Mitchell*