



APPRAISAL OF THE PRINCIPAL 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 the Principal

The Board of Trustees is responsible for reviewing the performance of the Principal annually with the objective of ensuring high quality education opportunities for the students of the school.

The performance of the Principal is the responsibility of the Board, who set the time frame for the year's appraisal in consultation with the principal. The Principal reports to the Board annually that the Principal's appraisal has been completed, as part of the Implementation Audits and Reports schedule. The Board may use an independent appraiser, a committee, or a consultant, but the Standards for the Teaching Profession component must be assessed by a registered teacher.

The Teaching Council states that all Principal positions are "teaching positions" regardless of whether the Principal has a teaching role, as principals are responsible for all learning in the school.

The outcome is reported to the Board of Trustees (in-committee). The Principal will have an opportunity to respond to the report and address the board before it discusses or makes any decision on the adoption of the report. The report remains confidential to the Principal and Board and their agents unless both parties agree to wider distribution.

Appraisal of the Principal has two elements:

1. Accountability – in leading the school and managing and improving the quality of teaching.
2. Development – objectives relating to both organisational goals and personal professional development goals.

The Principal's annual performance agreement includes:

- the timeframe of the initial meeting, monitoring events, the formal end-of-appraisal interview, and final report to the board
- an outline of performance expectations: key tasks, expected results, and performance indicators
- the professional standards for principals according to the relevant Principals' Collective Agreement
- job description
- the school's strategic and annual operating plans
- the Teaching Council criteria for registration and certification as a teacher – see **Our Code, Our Standards I Ngā Tikanga Matatika Ngā Paerewa** and the companion document **Tātaiako: Cultural Competencies for Teachers of Māori Learners**
- relevant career progression objectives
- sign-off by both the Principal and Board Chair.

As evidence of the appraisal process, the principal compiles a digital or paper-based portfolio of evidence to record any relevant reflections, inquiry, professional learning, and other related activity.

The endorsement for a principal on their application for the issue or renewal of a practising certificate is completed and signed by the Board Chair and a second endorser. The second endorser must hold a full practising certificate and must have been involved in the performance review/appraisal process.

NZSTA and the Teaching Council offer **principal performance agreement templates** for boards to use .

Resources

- Ministry of Education: Professional standards for **primary school principals**
- Teaching Council: **Appraisal**
- NZSTA: **Principal Performance Management**
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Attestation

There are two sets of professional standards for teachers in New Zealand against which the principal must attest each teacher.

- Attestation of teachers against the professional standards for salary purposes must be completed annually by the principal. Full documentation of this process must be kept, detailing the evidence used to attest or not. Attestation involves comparing each teacher's performance against the relevant professional standards to confirm that they have met the standards required. The professional standards are supplied as an appendix to the employment agreement. Should a principal not attest, salary progression can be deferred and a support and guidance or competency process started or continued. Further information is available in the relevant **employment agreement**.
- Attestation against **Our Code, Our Standards | Ngā Tikanga Matatika Ngā Paerewa** is required to support an initial application and renewal for registration of the practising certificate to the Teaching Council of New Zealand. An endorsement is made by the professional leader, based on the teacher's participation in a system that includes an annual summary report that states whether the appraisee meets the Standards, with at least one observation and two conversations per year (Teaching Council).
- The principal reports to the board annually that all teachers have been assessed against Our Code, Our Standards.

Review Responsibility: *Principal, Chairperson & Deputy Chairperson*

Date Confirmed: 24 March 2021

Principal: *Karla Mitchell*