

PERFORMANCE MANAGEMENT POLICY



Rationale

The Government, through Boards of Trustees, requires assurance, on behalf of taxpayers, that teachers are being supported by sound management systems and practices and in turn are providing high-quality learning opportunities for students. The State Sector Act 1988 and The Education Act 1989 provide the framework for performance management in schools.

Otahuhu College recognises the need to evaluate regularly the quality of care, teaching and learning at all levels relative to agreed standards of teaching performance and the school's goals and objectives as expressed in the charter.

To achieve this, a system of staff performance management is carried out with the aim of improving the quality of care, teaching and learning outcomes achieved by the school and its staff providing support and development opportunities that will enable them to achieve agreed personal and professional goals.

Guidelines

1. The Principal has the delegated responsibility for the implementation of the Performance Management system, reporting to the Board.
2. The Performance Management of the Principal is the responsibility of the Board through the Board Chairperson
3. Funding to implement the Performance Management policy will be made available
4. The Manager and the staff member will set development objectives and outline the support required.
5. The performance management process will include:
 - observation of practice
 - discussion of achievement of performance
 - a performance management report prepared in consultation between manager and staff
6. All documents are confidential to the Employee, Manager, Board and the Principal. Information that is no longer relevant to the Performance Management will be destroyed. (The Education Review Office also has legal access to these documents).
7. Performance Management occurs when needed.
8. Reports will be provided to the Board when appropriate and will be of a general nature to facilitate funding.
9. In the event of a dispute, the manager and the staff meet with a third party, either the Principal or the BOT Chairperson. If a compromise cannot be reached a mediator is appointed who establishes guidelines for the outcome of the mediation. Refer Performance Management System document.

10. If a teacher disagrees with the deferral of his/her salary increment, the procedures outlined in the Secondary Teachers Collective Employment Agreement will be followed (pages 21, 22).
11. Competency or issues of concern should be reported to the BOT as they arise.

Board Chair