

PERFORMANCE APPRAISAL POLICY – NON-TEACHING STAFF

RATIONALE

The school employs a significant number of non-teaching staff and wants to ensure that these staff members are performing to a satisfactory level and are well-supported through suitable training programmes.

PURPOSES

- (i) To identify key performance areas for non-teaching staff (job description).
- (ii) To identify training needs.
- (iii) To provide suitable training.
- (iv) To affirm good performance.

GUIDELINES

1. All non-teaching staff have a job description that describes key tasks and expected performance.
2. Non-teaching staff members are aligned to a Senior Leadership Team or Principal that they report to for appraisal purposes.
3. The appraisal process follows an annual cycle and involves:
 - i Self-identification of training needs
 - ii Initial meeting to discuss training needs
 - iii Training as appropriate/required
 - iv Final interview to discuss training and overall performance.
 - v Report written.
4. Agreed final reports will be confidential to the Principal/Senior Leadership team, employee and will be filed with the Principal.
5. The cost of training will be provided by the school, with the requirement that the appropriate form is completed and approval is given by the principal prior to going on the training course. Fees for tertiary courses will not generally be paid by the school.
6. Concerns about the appraisal process may be referred to the Board of Trustees following complaints procedure or designated union NZEI.



Chairperson _____

Date approved: 22 Nov, 2018

Renew Nov, 2021

