

## **NAG 3 PERSONNEL**

### **APPRAISAL OF STAFF POLICY**

#### **RATIONALE**

All staff members of Wilson School will have an appraisal each year. Appraisal will also include assessment against the requirements of the relevant professional standards and/or codes of ethics. It provides for the personal development and professional growth of each staff member. Appraisal should be seen as a positive step in the ongoing professional growth of all staff. It should enhance job satisfaction, lead to greater motivation and provide career direction.

#### **PURPOSES**

1. To recognise personal achievements.
2. To give support, feedback and encouragement to staff.
3. To evaluate personal performance and find individual directions for professional growth.
4. To monitor in a systematic way each staff member's professional development.
5. To ensure that all children have access to quality teaching and learning and therapy programmes

#### **GUIDELINES**

1. Each staff member will have a job description, which incorporates appropriate professional standards. Performance appraisal will begin with a review of the job description.
2. Mutually agreed development objectives will be established between appraiser and appraisee.
3. The appraisal process for the staff is the responsibility of the BOT, delegated to the Principal.
4. The BOT Chairperson or a professional colleague will conduct appraisal of the Principal's management of the school.
5. All appraisals are confidential to the appraisee, the appraiser and the Principal.
6. It is expected that professional development for staff will be met by whole school development and / or individual development.
7. Funding is included by the BOT in their professional development budget, which will provide release time and relievers as required.
8. A person who is professionally competent in the field will appraise therapists. This could involve peer appraisal.
9. Appraisal documentation will be kept in personal file in Principal's office. Staff may access own file through Principal or office staff. File is to be kept until employment ceases.
10. All staff shall be appraised as per relevant legislation. The Principal will inform the BOT that appraisals have taken place.

**DISPUTE CLAUSE.** In the event of a dispute the Principal will negotiate with the appraisee and appraiser and may later choose to involve a mediator who is agreed to by each party in order to ensure that the appraisal process is completed.