



Principal’s Appraisal Policy NAG 3 - Personnel

Rationale

The Principal is the chief executive of the school and is consequently responsible for overall leadership and management. In turn, the Board of Trustees as employer has an obligation to conduct an appraisal programme designed to assist the Principal to perform these responsibilities as effectively as possible.

Guidelines

1. The Board is to provide clear guidelines for Principal’s Appraisal that:
 - a) Recognise the need for the Principal and Board to work closely in developing the Principal’s Performance Agreement and Appraisal process.
 - b) Ensure that expectations and requirements fit within the parameters of the Principals’ Collective Employment Agreement (CEA).

2. The basis for the annual appraisal is the Principal’s Performance Agreement in which key components are:
 - a) Collective Employment Agreement (CEA).
 - b) The school’s strategic and annual plans.
 - c) Job Description: Performance expectations will be summarised and documented in the Principal’s Job Description that sets out key tasks and expected outcomes.
 - d) Principal’s Professional standards - These measure the following Areas of Practice: Culture, Pedagogy, Systems, Partnerships and Networks.
 - e) Practising Teacher Criteria – prescribed by the Education Council

3. The annual appraisal of the Principal will also consider all objectives relating to the professional development activities being undertaken by the Principal to improve personal performance.

As a natural consequence, future performance and development objectives will be identified, negotiated, listed and set for the following 12 months.

4. General operating mechanisms inherent in the management of the Principal’s Performance are:
 - a) The Board shall ensure that all legal and contractual requirements to this policy are met, and that the annual budget will set aside appropriate provision to enable the process to be satisfactorily conducted.
 - b) The Board Chairperson is directly responsible for overseeing the appraisal process, the development of a performance agreement and ensuring the various appraisal requirements for the Principal meet legal requirements.
 - c) Should the Board, through the Chairperson, determine to use the services of an independent appraiser; the Principal will be consulted as to the final selection.
 - d) The Board Chairperson, in consultation with the Principal, shall prepare an Executive Summary detailing the conclusions of the appraisal review. This report will be tabled and discussed “In Committee” at a Board meeting. In the event of a dispute related to the appraisal process or its results, an independent mediator agreed to by all parties would be called upon to mediate. In such an event, the principle of natural justice will apply. Ultimately, the Board will have responsibility for any final decision.

Ratified by the Board

Erina Kent, Chairperson

Date

Next Review: _____

Review History:

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| SchoolDocs 2006 | 24/06/2014 | 27/06/2017 | | | |
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