

STAFF PERFORMANCE MANAGEMENT SYSTEM POLICY

Rationale:

The purpose of this policy is to provide information and guidance to staff to ensure we have a high quality professional learning community. Lincoln High School (LHS) is committed to having a highly effective review and appraisal process in place for its staff.

1. The Board of Trustees (BOT) has delegated the responsibility for Staff Performance Appraisal to the Principal.
2. **Teaching Staff:**
 - a. Each year, teachers' performance will be appraised against the Professional Standards and their own personal goals.
 - b. Prior to certification, teachers will be attested against the Teaching Council Practising Teacher Criteria.
 - c. The main focus of teacher appraisal will be Professional Learning and Development.
 - d. The appraisal will take place during a meeting between the Principal, or the person nominated by the Principal, and the Teacher. The Professional Development Review (PDR) report will be the basis for discussion, and should be completed by the Teacher prior to the meeting.
 - e. The PDR report is confidential to the Principal and teacher unless the Teacher agrees otherwise.
 - f. The Principal will keep a copy of the PDR Report on file for further reference.
 - g. The PDR report form will be reviewed annually by the Principal in consultation with teachers.
3. **Support Staff:**
 - a. Each year all support staff will undergo a review using the support staff template.
4. If a staff member is unhappy with their appraisal, they have the right to ask for a second review meeting with the Principal, and to take with them a staff member who can support their case. If the staff member is still in dispute, they have recourse to the Board of Trustees.