



Rotorua Seventh-day
Adventist™ School
Te Kura o Te Rā Whitu ki Rotorua

Building for Eternity

POLICY STATEMENT

PERFORMANCE MANAGEMENT POLICY

School Vision: Developing the Character of God - Academic Excellence

Work hard so you can present yourself to God and receive his approval, be a good worker, one who does not need to be ashamed and who correctly explains the word of truth. 2 Timothy 2:15

Purpose

Rotorua Seventh-day Adventist School has a contractual obligation to conduct performance management for both professional development and attestation. Through discipleship, God set an example of affirming achievement and providing challenging goals for those with whom He worked. An effective school is one that meets the needs of its students through affirming achievement and negotiating challenging goals for its staff which ensures their ongoing development. Effective staff appraisal supports these ends. Ongoing monitoring of professional development is intended to achieve improved outcomes for students.

- To set clear expectations for performance of the Principal
 - To develop the staff of Rotorua Seventh-day Adventist School
 - The Principal will provide summarised feedback on performance to the appraisee, Principal and Board of Trustees.
 - To ensure the Principal's appraisal is linked to NZ Teachers Council criteria and all terms relating to the special character of the school..
1. The Board has overall responsibility for staff appraisal including appraisal of the Principal. The Board may employ the services of an outside appraiser.
 2. Responsibility for the appraisal of all staff is delegated to the Principal.
 3. The appraisal process is documented throughout and an appraisal report is prepared in consultation with the appraisee and the appraiser.
 4. All documents are confidential to the employer and employee.
 5. An annual professional development plan is prepared based on school and individual needs and presented to the Board for budgetary consideration.
 6. The Principal will set confidentiality boundaries with the appraisers.
 7. Professional development opportunities are provided as identified in the plan.
 8. In the event of a dispute the appraisee and the appraiser meet with an independent appraiser mutually selected by both parties. If a compromise cannot be reached, the independent appraiser's viewpoint prevails.

Registration

- A record is kept of support and guidance programmes provided to assist towards registration of provisionally registered teachers.
- All teachers are responsible for the renewal of their practising certificate and all full-time permanent teachers will be reimbursed their registration fee .

FORMULATED BY: Rotorua Seventh-Day Adventist School Board of Trustees

APPROVED: Board Chair, Maraea Van Gent _____

BOT RATIFIED: 1 August 2018

BOT REVIEWED: 10 August 2014
November 2012