

# STELLA MARIS CATHOLIC SCHOOL

## **POLICY: PERFORMANCE MANAGEMENT**

### **PURPOSE**

1. To clarify job-related expectations, and enable staff to grow professionally through regular reflection and review.
2. To set development goals and report on their achievement
3. For staff to be professionally accountable.

### **GUIDELINES**

1. The Principal is appraised by the Board or outside consultant. Material generated through the coaching process remains confidential to the appraiser, principal and the Board. Individual board members do not have access to coaching documentation.
2. The principal is accountable for the implementation of a staff coaching scheme for performance management
3. The coaching process comprises an annual cycle for agreeing performance expectations, collecting data, monitoring, and a quarterly meeting with coach.
4. Implementation will be according to agreed school procedures
5. A school disputes process will deal with any related concerns
6. All material generated through the coaching process remains confidential to the appraisee, coach, and the Principal, unless the appraisee agrees otherwise.
7. The Education Review Office has a statutory right to examine any information for the legitimate purpose of conducting a school review. They must respect the confidentiality of any information acquired and abide by the requirements of the official Information Act and the Privacy Act

### **POLICY REVIEW DATE**

This Policy will be reviewed according to the Board's Effectiveness Review Programme

### **For further information**

1. Refer to Governance and Management Plan for the Principal.
2. Refer to Coaching Manual for staff
3. Refer to Disputes Process in the Coaching Manual