

**POLICY: SECTION C                      PERSONNEL MANAGEMENT**

**POLICY:                                      Performance Management Systems Overview**

**DATE OF REVIEW:                      May 2018**

**REVIEWERS:                              Lee Devenish, Ants Cotton, Suzanne Grivelle, Mark Shanahan,  
Personnel Sub-Committee**

**GOAL:**

To develop a culture where all staff contribute effectively towards the school goal of "Achievement For All".

**OBJECTIVES:**

- To have robust systems for managing the performance of all staff.
- To have a clear overview of how the systems relate to each other and how they contribute to the overall goal.

**GUIDELINES:**

The components of the school's performance management system are set out below. There is a separate policy for each component, which aims to give more specific detail.

1.     **Appointments**  
To ensure that the school is staffed in the best possible manner so as to achieve its goals and implement its policies.
2.     **Registration of teachers**  
To ensure that the school complies with the legislative requirements with regard to teacher registration, by employing only registered teachers and ensuring that staff maintain their registration.
3.     **Police vetting of support staff**  
To ensure that the school complies with the legislative requirements with regard to the police vetting of support staff and contractors as well as coaches, culture group tutors and volunteer helpers.
4.     **Induction of new staff**  
To ensure that all new staff are given appropriate induction and ongoing support and guidance; specifically, to ensure that the school has systems to support beginning teachers, teachers new to New Zealand and teachers new to the school.
5.     **Performance review cycle**  
To ensure that all staff, both teaching and non-teaching and including senior managers take part in an annual review cycle with the information used to set new goals and improve future performance.
6.     **Attestation of teacher performance**  
To ensure that the school has systems for gathering evidence about teacher performance in order to inform decisions where attestation is required for salary movement or for other purposes.
7.     **Professional Learning**  
To ensure that the school has a system for providing staff with professional development appropriate to the school goals and priorities.
8.     **Staff Causing Concern**
  - To ensure that school follows fair and equitable procedure and complies with the provisions of the Secondary Teachers' Collective Employment Agreement when dealing with matters of teacher competence or discipline.
  - To ensure that school follows fair and equitable procedure and complies with the provisions of the Support Staff Employment Agreements when dealing with concerns about the performance or behaviour of support staff.
9.     **Other specific policies**  
This section contains other policies on specific areas of personnel management including complaints, EEO, day relief teachers, timetable and staff leave.

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Signature of Chairperson

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Signature of Principal

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Date