



8.4 STAFF APPRAISAL

JANUARY 2007

St Mary's Coptic Orthodox College believes that the process of staff appraisal is one of self-reflection about our professional role. It involves working with the Head of Primary, the Head of Secondary or the Curriculum Coordinator(s) to discuss one's teaching and allowing that colleague to observe one's teaching.

PURPOSE OF APPRAISAL

- To affirm areas of strength and achievement
- To improve a teacher's classroom skills
- To determine a teacher's personal and professional development needs
- To develop the collaborative nature of teaching
- To foster staff morale.

PRINCIPLES COVERING APPRAISAL

Appraisal shall:

- Function within a relationship of trust and honesty
- Be a process of self-reflection, personal and professional growth and not be judgmental
- Be aimed at positive and achievable outcomes
- Be confidential
- Focus on the work and not the person
- Be characterised by flexibility, collaboration, negotiation and colleague support
- Be adequately resourced by the school.

Any documents generated will remain available only to the people involved. They should reflect the agreed discussion, plans, goals and commitments agreed to at the start of the process.

THE RIGHTS OF THE TEACHER

We recognise that teachers are professional workers whose rights include:

- To be treated and respected as professional people
- To be provided with adequate time and resources to effectively carry out their professional responsibilities
- To work in a safe, healthy and non-discriminatory environment
- To be provided with support and opportunities for professional development

APPRAISAL PROCEDURE

Preparation

- All teaching staff self-review using tools for self-analysis provided
- Initial meeting between appraisee and colleague to share self-review

The Appraisal Interview (with Deputy Principal (Primary) / Deputy Principal (Secondary))

- Confirm areas of expertise and positive qualities
- Target areas of concern
- Establish goal setting

The Follow Up

- Further meetings between appraisee and colleague
- A teacher colleague may observe teaching practice to provide feedback on targeted areas
- Professional development activities
- Review goals regularly
- Continued support by trusted colleague

RESOURCES

Teacher appraisal programs requires proper resourcing.

Teachers shall:

- Be provided with the proformas needed for self-reflection
- Be allocated adequate time for interviews
- Be provided with time release, if needed, for teacher colleague to participate in feedback observations
- Be encouraged to meet regularly with trusted colleague

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