

Henderson Intermediate School

PERFORMANCE MANAGEMENT POLICY

RATIONALE

Henderson Intermediate is committed to ensuring that all staff have opportunities to enhance their professional growth and improve their performance.

GUIDELINES

1. All HIS staff will be supported to complete a Professional Growth Cycle (PGC) throughout the year.
2. All staff (including support staff) set goals and monitor/reflect termly on progress. The Professional Growth Cycle will include:

NZ Teachers Council Criteria, Ta Taiako Teacher Competencies,
Additional Responsibilities (Teachers, DP, Principal)

3. All staff (including support staff) will set their Professional Growth Cycle Goals and be endorsed according to the following schedule:

| <u>Staff</u> | <u>Endorser</u> |
|------------------|------------------|
| Principal | Presiding Member |
| Deputy Principal | Principal |
| Teachers | RBL Coach Team |
| Ancillary | Principal, DP |

4. Professional Growth Cycles for Teachers will be linked to school wide RBL focus and coaches providing ongoing support for teachers.
5. In the event of a staff member disputing the contents on their ongoing feedback, the staff member may request, through the Principal, a review of the findings or process by two members of the school's management team who have not been responsible for the feedback.
6. With any staff member where there are matters of competency causing concern, the relevant Collective Employment Agreement will be used to ensure correct process is followed. The Board will at all times act as a "good employer".

7. The Board will allocate an annual budget for Staff Professional Development. This budget will enable all staff to undertake professional development that will lead to ongoing improvement in staff performance.
8. The Board will set an annual budget for a scholarship to assist any staff who wish to improve their qualifications.
9. Provisionally Registered Teachers (PRT) will be provided with a programme that will enable them to reach the expected standard for a Beginning Teacher by the completion of 2 years. Regular meetings will take place between the PRT, Tutor Teacher and the Principal. Records of all meetings will be kept for the PRT in order for them to show evidence for them to gain full registration.

Reviewed on 13th May 2024