



Education
Dunedin Rudolf Steiner
Learning with head, heart and hands

Appraisal Procedure

Purpose

To encourage and facilitate the continuous professional and personal development of all staff in a way that will contribute to the improvement of the school's capacity to meet the needs of its students. The tenor of the appraisal will be one of trust, support and cooperation.

Appraisal and judgements about competence are separate matters. Appraisal is wholly directed to discovering and supporting the staff member's need for professional and personal development and for the educational and pastoral benefit of the students. If there is a serious concern about the staff member's competence then it must be addressed separately.

The substance of teacher appraisal is contained in the Teacher Peer Appraisal documents attached. For support staff and administrative staff the following template is the basis of appraisal, and should be provided to the appraisee at least one week prior to the appraisal meeting. For the appraisal of the role Principal and Kindergarten Head Teacher please refer to the relevant appraisal procedure.

Annual Process

The Principal and Kindergarten Head Teacher will ensure that appraisals are carried out for all staff annually and that the information gathered is stored in a confidential manner and the privacy of the individual staff members is protected.

The Peer appraisal process for all teaching staff will be ongoing throughout the year. Final appraisal interviews for both teaching and non teaching staff should be held in November so that the relevant governing body can review the summary report at a meeting prior to the year end.

Teaching staff appraisals

Teaching staff will work through a process of peer review, which is outlined in the Peer Appraisal templates, and this process will be overseen by the Principal or Kindergarten Head Teacher.

The appraisal for each teaching staff member will involve a registered teacher and may also include input from:

- the Principal or Head Teacher
- a teaching member of staff of another Steiner school or Federation adviser
- another professional as mutually agreed between the staff member being appraised and the Principal or Head Teacher.

Teaching staff appraisals will consider :

1. Job description (also revising this at the same time)
2. Professional standards from the Education Council

Each of these areas may be appraised by different people using peer appraisal, with the Principal or Kindergarten Head Teacher bringing the information together as a whole in a final interview with the appraisee.

The interview with the key appraiser will aim to establish the following:

1. A mutual perception of the successes and challenges that may have been met in the last year, and any areas that could be strengthened
2. The extent to which the goals and objectives established at the previous appraisal have been met
3. Future goals and objectives for the coming year.

Non teaching staff appraisals

Other administrative and support staff will be appraised against their respective job descriptions, also revising and updating this at the same time, and looking at previous goals and setting new ones. The attached template will be used as a basis for this interview

Conclusion of Appraisal Process

Annually, a written summary report will be made to the Board of Trustees by the Principal for school staff, and by the Kindergarten Head Teacher to the Proprietors Trust for the kindergarten staff. The report will be brief, mutually agreed by the staff and focus on the future goals and objectives for the coming year. The report will be used by the Principal and Head Teacher as a basis for planning and implementing staff development.

Signed.....*Pete Johnston*..... Date.....*07.08.19*.....
By Principal/ Head Teacher

Review date:.....*07.08.22*.....