

SECTION 3 : STAFF

3.6 STAFF PERFORMANCE REVIEW POLICY

RATIONALE

The concept of accountability and professional learning is widely accepted in all walks of life; hence the development of Performance Reviews for staff members in schools. The purpose of such a review is to foster professional learning, through individuals reflecting on how they are performing in the light of a role description or mission statement. Such reviews are generally formative, affirming recent achievements and identifying areas for future development. This policy is based on the gospel values of integrity, honesty and justice.

POLICY

Daramalan College has a system of Performance Review for all members of staff.

APPLICATION

1. A Performance Management System has been developed based on Role Descriptions written in Objective/Performance Indicator format.
2. The review will take place annually. It will involve a written self-appraisal by each member of staff in the light of goals that were set at the beginning of a year and the staff member's Role Description. It will also involve discussion with a supervisor. That person will validate the self appraisal with comment and signature.
3. A summative review will take place when a staff member is due for reappointment to a promotion position, and will follow a similar format, as determined by the Principal in consultation with staff.

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