



Yendarra Primary School

PERFORMANCE MANAGEMENT FOR TEACHER COMPETENCY/ REGISTRATION SALARY ASSESSMENT

POLICY

RATIONALE

Processes relating to teacher registration, competency and assessment for salary progression involve employment decisions affecting the career progression of every teacher. Clear procedures to do with these processes protect both employer and employee. In some instances the board has a statutory obligation to inform The Teachers' Council. Questions of competence, conduct and discipline should be handled in a manner that protects the mana of the employee concerned.

PURPOSE

1. The purpose of this policy is to provide clear guidelines that ensure sound procedures for:
 - Inducting provisionally certified teachers
 - Ensuring the quality of staff eligible for salary progression and renewal of their practicing certificate
 - Dealing with cases where aspects of a teacher's performance are causing concern

GUIDELINES RELATING CERTIFIED (PCT) TO PROVISIONALLY REGISTERED TEACHERS:

1. Provisionally certified teachers will be allocated a tutor teacher, who has overall responsibility for the programme of advice and guidance
2. The PCT and Tutor Teacher will meet to preview the upcoming programme and review progress on a regular basis
3. The programme of advice and guidance will include:
 - Regular meetings with the tutor teacher
 - Timetabled opportunities to observe teachers with particular expertise
 - Opportunities to visit other schools of particular interest if deemed necessary
 - Professional development that aligns with the school vision and targets.
4. The process of assessment will include:
 - Informal and formal assessments undertaken by the teacher/kaitiaki team
5. Written records of meetings and observations will be kept
6. In meeting the requirements above, the provisionally registered teacher will also be meeting the requirements of the school documents.

GUIDELINES RELATING TO STAFF SEEKING SALARY PROGRESSION OR RENEWAL OF PRACTICING CERTIFICATE

1. All staff will have a Job Description
2. Job Descriptions will be based on the Code & Standards
3. All staff will be assessed annually against the Code & Standards
4. The Principal will have responsibility for the assessments of all teaching staff, but may delegate this to other Kaitiaki
5. Where a staff member is in disagreement regarding their assessment, a local review process is available (Primary Teacher Collective Agreement. Section 10)
6. The results of this annual assessment will be used for both decisions about salary progression and renewal of practicing certificate