Staff Appraisal Policy

Caritas College School Board
Rationale for the Staff Appraisal Policy

Staff Appraisal at Caritas College is designed to support people in fulfilling their professional learning and their designated roles with the ultimate purpose of ensuring optimum learning outcomes for all students. The appraisal process supports the growth of individuals so that they contribute to the mission of Caritas College as a Catholic School and as a learning community in the Josephite tradition. Learning is central to the mission of Caritas College.

Professional learning for staff seeks to engender the following: Reflection, organization, leadership capacity, OHS&W, Life-long learning, collegiality.

The types of appraisal procedures that will need to be considered for staff include:
- Teacher Appraisal for permanent tenure (after probation period)
- Teacher Appraisal (Annual Review for teachers)
- Education Support Officers (Annual Review PID)
- Advanced Skills Teachers (as per Enterprise Agreement)
- POR (1-2)
- Principal and Deputy Principal—as per CESA Annual Review Guidelines

Role of Catholic Education SA is to:
- Promote policy and procedure for the employment process
- Provide resources to support professional learning and development
- Representation on Teacher Registration Board of SA
- Promote annual review and appraisal of leadership

Role of the School Board is to:
- Monitor and evaluate school goals and outcomes
- Support the leadership of the school in implementing OHS&W policy

Role of the Principal is to:
- Tailoring the appraisal process according to the employment status of teachers, leaders, Education Support Officers
- Ensure all staff are provided with a position / role statement
- Responsible for the timing of the ongoing process of appraisal of all staff at Caritas College in relation to PID
- Implementing the outcomes and/or recommendations of the appraisal for each individual
- Leading, participating, supporting and coordinating the professional support process
- Reviewing outcomes of the schools strategic plan and annual goals

Role of Staff Members is to:
- Active participation in the appraisal and annual review to develop a vision of what is best for students, based on the Josephite values of the College, and to contribute to its realization ensuring improved students learning outcomes
- Reviewing personal learning plan in the context of the College’s Strategic Plan
- Seeking professional assistance and feedback from colleagues and coordinator/s
- Providing professional assistance and feedback to colleagues
- Enhancing performance through ongoing training and development
- Being involved in ongoing discussions, critical reflection, data gathering to evaluate student learning outcomes.