

KAIKORAI VALLEY COLLEGE



STAFF PERFORMANCE MANAGEMENT PROCEDURE

OBJECTIVES

1. To provide professional development for teachers to improve teaching and learning.
2. To ensure the accountability of teachers within the school according to the Secondary Teachers Collective Employment Agreement.
3. To meet the Ministry of Education requirements regarding attestation for the purposes of salary increment.

GUIDELINES

1. The responsibility for effective performance management remains with the Principal.
2. Each teacher has a job description that is signed by both parties.
3. Kaikorai Valley College Staff Performance Management follows the requirements of the Professional Growth Cycle for Teachers, created by the Teaching Council of Aotearoa New Zealand.
4. The Professional Growth Cycle for Teachers refers to Our Code, Our Standards from the Teaching Council of Aotearoa New Zealand. This includes the Code of Professional Responsibility and the Standards for the Teaching Profession.
5. A designated member of Senior Management has responsibility and overview of the Professional Growth Cycle.
6. The elements of the Kaikorai Valley College Professional Growth Cycle for Teachers are:
 - Allocation of a fully certified teacher (tuakana) to each teacher (kaiako)
 - Professional conversations - two or three during the year
 - A development/growth focus - directly related to teaching and learning and linked to one of the professional standards
 - The creation of a plan for professional growth to develop the kaiako's professional practice in their focus area
 - An observation and associated feedback
 - Collection and consideration of student feedback
 - Self-reflection on the development focus
 - Annual summary report signed by the tuakana and kaiako
7. Each year a Record of Professional Growth and Annual Summary Report document is produced for each teacher. These are Google docs. Each is shared with the Principal, the tuakana and the kaiako.
8. A designated member of Senior Management (or a delegated senior staff member) has responsibility for the additional requirements for provisionally registered teachers including an induction and mentoring programme.

Date of Confirmation by Board of Trustees	25-October 2022