

NAG 3—Personnel

Performance Management Policy

Rationale

Planning, managing and reviewing employee performance, through a culture of continued improvement, results in improved educational outcomes for learners and the highest possible achievement for all staff.

Purpose

To ensure that all staff

- a) Performance is planned, managed and reviewed.
- b) Receive clear direction on their expected performance.
- c) Set professional goals consistent with the strategic goals/objectives set by the Board of Trustees and Principal.
- d) Receive assistance and support to perform successfully.
- e) Receive feedback on their performance and recognition for their achievements.
- f) Are assured of the confidentiality and privacy of the process.
- g) Take increasing responsibility for their own learning and professional development.
- h) Achieve their performance goals.

Scope

Refer NHS Performance Management procedure document

Guidelines

- a) Formal job specific and professional performance goals are to be set at the start of every academic year for all staff which are to be drawn from the generic and specific job descriptions and the Professional Standards for staff.
- b) Staff performance is to be managed, through formal and informal reviews, with constructive feedback provided on each person's performance progress.
- c) A formal performance review is to be conducted for all staff at the end of the year to recognise goal achievement and identify areas for improvement.
- d) The Principal is responsible for the formal performance review of all staff and may delegate the review of performance to the management team.
- e) The Board of Trustees is responsible for the Principal's review and may delegate this review to nominated representatives.

Adopted

June 2020

Chairperson

Review Date

June 2023
