



## 3.9 Performance Agreement

1. Every staff member will have a job description that defines their role and responsibilities as employees in the school.
  - For teachers the job description will contain the Practising Teacher Criteria as well as school expectations in relation to teaching, school-wide and management responsibilities and specific responsibilities and delegations.
  - For support staff, the job description will include task descriptions and the setting of goals as well as support offered to help that employee meet their goals
  - For the principal, their job description will be based on the Principal Performance document developed by NZSTA and developed in consultation with the Board.
2. Job descriptions may be revised from time to time in line with changing requirements from official agencies such as the Education Council or Ministry of Education. Staff will be consulted about any change and the Board will be advised.
3. All aspects of a staff member's performance will be managed in conjunction with the relevant collective contract, employment law, and Education Council requirements.
4. Staff performance will include
  - Annual attestation against the professional Standards; and
  - An annual appraisal programme that will include the setting of goals, observations and the collection of evidence against praising teacher criteria and review conversations.
5. The principal may choose to delegate aspects of performance management to specific members of staff. These staff are responsible to the principal for the management of this delegation.
6. On an annual basis, the principal will report to the Board on completion of attestation and appraisal and submit a review of professional development.