



GOOD SHEPHERD SCHOOL PRINCIPAL'S PERFORMANCE APPRAISAL POLICY



Good Shepherd School recognises the uniqueness of each individual as part of God's creation and supports this through the development of the individual's spiritual, social, emotional, intellectual and physical ability. Good Shepherd School acknowledges that education is provided within the Catholic context.

The principal's performance is appraised on an annual basis with the objective of ensuring high quality educational opportunities for the students of the school. The board of trustees seeks to support and assist the principal in the preservation and enhancement of the special character of the school.

This process will:

1. Ensure that the principal's performance will be formally appraised on an annual basis by the board chairperson or delegate(s) and either an independent consultant who specialises in education and is able to review the effectiveness of the education provided, or another suitable person of the board's choice.
2. Result in a written assessment of the principal's performance on an annual basis, identifying any training/professional development needs for the principal to undertake.
3. Involve regular informal meetings during the review period between the principal and chairperson or delegate(s) to discuss progress.
4. Set the criteria for appraisal, based on the objectives laid out in the performance targets. These objectives are drawn from the school's strategic and annual operating plans; the principal's job description; professional standards and board policies on operations.
5. Give the board the final decision in setting the objectives. If there is any disagreement between the principal and the board as to those objectives, the board will consider the principal's input then either amend and confirm the objectives or confirm the unchanged objectives.
6. Allow the opportunity, if desired, for the board chairperson or delegate(s) to seek feedback on the principal's performance from staff, parents, or anyone else who is in a position to provide informed comment about how the principal has performed.
7. Require the chairperson or delegate(s) to report back formally once a year to the board, with a summary report about the result of the appraisal. This will be discussed in committee with the principal absent.
8. Ensure the performance agreement and results of the appraisal are kept confidential to the principal, the board and their agents, unless all parties agree to wider distribution.
9. Allow the board to make a final decision or appoint an independent mediator in the event of a dispute relating to the appraisal results. Ultimately, the board will have responsibility for any final decision.

Chairperson
November 2018
Approved

2023
Next Review