

# **ST JOSEPH'S SCHOOL SUPPORT STAFF APPRAISAL PROCEDURE**



*At St Joseph's School we acknowledge that Catholic education, centred on a daily encounter with Jesus; is part of a life long process leading to a full and rewarding life.*

Staff will take part in an annual appraisal process to affirm good practices and performance and to promote improvement where needed.

## **PURPOSES**

To promote the professional development of each staff member.

To unify/focus the goals and direction of the school management and staff.

## **PROCEDURES**

1. Every staff member will have a job description which will form the starting point for the annual appraisal cycle.
2. Appraisal will focus on the essence or indicators of the key tasks and professional performance standards of the job description and set objective(s).
3. Funds shall be set aside in the Professional Development budget to enhance the appraisal process and its outcomes.
4. All appraisals are confidential to the appraisee, appraiser and Principal.
5. Where there is a difference of opinion resulting from the appraisal process, both points of view shall be recorded on the final appraisal report
6. The appraisal process will be reviewed regularly in light of current trends and educational requirements.

## **CONCLUSION**

Performance appraisal will be strongly developmental and as such should enhance performance and job satisfaction, lead to greater motivation and commitment to school goals, and further develop in-school relationships and teamwork.

Reviewed: 31 August 2020

Next Review Due: 2023

**Resource Manager**  
Learning Leaders