



## Appraisal

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Responsible to:	CEO, Senior Managers and Senior Teachers
Applies to:	All Staff
Purpose:	To ensure all staff have the opportunity to; receive feedback and feedforward around their practice and to engage in processes that support them to develop.
References:	Current Kindergarten Teachers, Head Teachers and Senior Teachers' Collective Employment Agreement, EC Licensing Criteria.

## Policy

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1. WMK is committed to implementing a positive staff appraisal process that enhances quality performance in a supportive environment.
2. All WMK staff will undergo appraisal using the process developed by WMK.
3. The appraisal cycle will be used to develop an Annual Professional Development plan for each staff member.
4. Ongoing training will be provided to all staff members involved in the appraisal process.

## Procedures:

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1. WMK is responsible for developing and implementing the appraisal process, which will be continually reviewed and adapted to suit the diverse staff groups within WMK.
2. WMK is responsible for providing training to staff on the use of the appraisal process.
3. It is the responsibility of senior managers, senior teachers and head teachers to implement this process with their teams at the allocated time.
4. Individual staff members will ensure they have completed all necessary documentation both prior to and following their annual appraisal meeting.
5. In consultation with the person leading the appraisal meeting, individual goals will be identified for the staff member which will be submitted to WMK.