

## **Requirements for Principals' and Tumuaki Performance Review/Appraisal**

The interim registration policy of the Education Council of Aotearoa New Zealand states that anyone in a *teaching position* in a school in the general education system must hold a current practising certificate. **A principal's position is a teaching position.** While it is possible that principals may not teach their own class/es, they are ultimately responsible for the teaching and learning of the children and students in their schools and directly responsible for the professional learning and development of their teachers. The principal is the leader of learning.

**To be issued with or to renew a current practising certificate, principals and teachers need to be annually appraised using all 12 Practising Teacher Criteria (PTC).** The principal's performance review/appraisal should address their performance objectives aligned with the school charter and annual plan, the PTC and the principal professional standards, and learning and development objectives (linked to career structure payments in 4.4 of the principals' collective agreements). More information about the complete performance review process is available on [NZSTA's principal performance management page](#).

**The primary principals' collective agreement, the area school principals' collective agreement and the secondary principals' collective agreement** state that 'the board shall put in place an annual performance agreement and carry out a review of the principal every year.' The collective agreements elaborate on this point by stating that this performance agreement is developed in consultation with the principal.

**While the performance review/appraisal is the responsibility of the school's board of trustees (board).** The board may delegate the task to a committee, or the board chairperson. It may also choose to engage an external consultant with appropriate skills and knowledge to assist with the performance review/appraisal<sup>1</sup>.

The endorsement for a principal on their application for the issue or renewal of a practising certificate is **completed and signed by the board chairperson and the second endorser who must hold a full practising certificate and have been involved in the performance review/appraisal process.**

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<sup>1</sup> If the consultant assisting with the principal's performance review process holds a full practising certificate they can be the sole reviewer/appraiser for the board.

The Education Council requires If the consultant does not hold a full practising certificate, a fully certificated principal colleague or senior teacher must participate in the performance review/appraisal process on behalf of the profession. They will provide assurance for (or could be) the second endorser for the practising certificate renewal. The person participating in the performance review/appraisal process must have opportunities to observe the principal's practice, provide feedback and be involved with the principal and the consultant in discussions related to the Practising Teacher Criteria, annually.

**The principal performance review/appraisal includes a final report to be completed annually.** The principals' collective agreements state that the final report will be prepared in consultation with the principal.

An example of a principal performance agreement with information illustrating the requirements for the final [report is available in draft form for use in 2016](#). We welcome feedback from principals and appraisers who use it this year. The report format illustrates the type of evidence it is expected will be made available at performance review/appraisal meetings with the reviewer/appraiser. The report's content and structure indicates that the principal has participated in a robust performance review/appraisal process.

As part of the **appraisal audit and moderation function** undertaken on behalf of the Education Council of Aotearoa New Zealand, the [Education Review Office \(ERO\)](#) reviewers will view the performance review/appraisal summary report for each teacher and principal who has had an application for practising certificate endorsed in the preceding twelve months, when they undertake their regular review of the school.

The Education Council website has information and webinars to support schools' [appraisal processes](#). New Zealand School Trustees Association has [resources for the performance review/appraisal of principals](#). It is strongly recommended that the processes followed for principal performance review/appraisal are aligned with those used for their teachers across their school.

More information can also be found on the Education Review Office website where you can download their 2014 publication ["Supporting school improvement through effective principal appraisal"](#)

In summary:

- a principal's position is a *teaching position*. Anyone in a teaching position must hold a current practising certificate
- to be issued with or to renew a current practising certificate, principals and teachers, need to be annually appraised using all 12 of the PTC
- the principal must be reviewed/appraised in relation to the performance and learning objectives linked with the board charter's strategic and annual plan, the PTC and the principal professional standards (aligned with the career structure payments in 4.4 of the collective agreements)
- the principal's performance review/appraisal is the responsibility of the board of trustees in consultation with the principal
- the endorsement for a principal applying for the issue or renewal of a practising certificate is completed and signed by the board chairperson and the second endorser must be a teacher who has a full practising certificate
- a performance review/appraisal final report will be completed annually and made available for the audit and moderation process.