

Performance Management Policy	
1. Purpose	<ul style="list-style-type: none"> • To maintain a systematic and fair approach to performance management that supports educational excellence, fosters growth, and aligns with Grace Valley’s mission of delivering a student-cantered, competence-based curriculum. • To empower all staff to meet high performance standards that improve student outcomes and school-wide achievements. • To create an environment that values feedback, celebrates achievements, and supports individual development plans.
2. Scope	<ul style="list-style-type: none"> • This policy applies to all teaching, non-teaching, and support staff, including senior management, ensuring school-wide consistency in evaluating, developing, and retaining quality personnel. • Encompasses all areas of job performance, professional behaviour, continuous improvement, and alignment with ADEK and CBSE standards
Objectives	<ul style="list-style-type: none"> • Continuously raise instructional quality and student engagement to promote learning and comprehension across all grade levels. • Support student success in assessments, curricular and extra-curricular activities, and ADEK initiatives, particularly in CBSE outcomes. • Encourage lifelong learning and professional growth through continuous training, coaching, and CPD programs. • Build a respectful, collaborative school environment that values diversity, innovation, and proactive communication. • Drive policy implementation, oversee performance management, set expectations, and address professional development needs. • : Actively participate in performance reviews, set individual goals, and pursue professional growth aligned with the school’s mission. • Facilitate the performance management process, document evaluations, and arrange relevant CPD sessions. • Provide ongoing observations and feedback, assist in setting departmental goals, and support staff in meeting performance expectations. • Conduct a structured mid-year review, assessing goal progress, identifying strengths, and addressing challenges. Adjust goals if necessary based on • At the academic year-end, conduct a formal evaluation encompassing self-assessment, supervisor feedback, and stakeholder input. This review considers achievement of goals, adherence to job responsibilities, and overall contributions to school improvements.

	<ul style="list-style-type: none"> evolving needs or changes in school priorities.
Evaluation Criteria	<ul style="list-style-type: none"> Assessment of content mastery, adherence to ADEK/CBSE curriculum standards, and ability to implement innovative teaching practices. Analysis of student performance in internal and international assessments, CBSE outcomes, and level of active participation in class activities. Evaluation of classroom structure, behavior management techniques, and ability to foster a supportive, inclusive environment. Engagement in CPD, participation in school-wide training, and self-reflective practices on teaching effectiveness. Timeliness, accuracy, and quality of work performed, as well as adherence to assigned responsibilities. Contributions to school culture, positive interactions with staff, parents, and students, and consistent demonstration of the school's values.
Performance improvement plans	<ul style="list-style-type: none"> Staff with areas for improvement are placed on a SDP, which includes specific goals, milestones, resources, and support mechanisms. Supervisors conduct regular follow-ups to monitor progress. Experienced mentors or senior staff provide guidance, helping staff on performance improvement plans to reach their goals and improve performance.
Feedback Mechanisms	<ul style="list-style-type: none"> Obtain insights from students, colleagues, supervisors, and parents where applicable, to provide a holistic view of performance. Conduct scheduled and unscheduled classroom observations by department heads and coordinators, focusing on teaching strategies, classroom control, and student engagement. Each observation includes a follow-up feedback session. Staff are required to submit a self-assessment to reflect on personal strengths, accomplishments, and areas for improvement, fostering accountability and self-awareness.
Documentation and confidentiality	<ul style="list-style-type: none"> All records are securely stored and accessible only to relevant personnel and Performance data is discussed only with the staff member, their supervisor, and relevant senior leadership to maintain privacy and trust.
Policy Review	<ul style="list-style-type: none"> The policy is reviewed annually, incorporating feedback from staff and stakeholders to ensure alignment with Grace Valley's evolving needs and ADEK standards.
Date	15-03-2024
Signature	