



Performance Management of Teacher Conduct

Procedure

Rationale

Maintaining teacher competence is an integral part of Performance Management at Rangi Ruru Girls' School. If a teacher's basic competence may be in doubt, procedures are in place to ensure that the interests both of the school and the teacher concerned, are considered and protected.

Purpose

1. To ensure that high standards of professional practice, as mandated by the Teaching Council of Aotearoa New Zealand are maintained by the teaching staff. [Standards-for-the-Teaching-Profession-English-two-pages.pdf \(teachingcouncil.nz\)](#)
2. To provide a process by which matters of incompetence can be fairly handled. [SEP]
3. To facilitate a process of collegial assistance, professional learning and mentoring to assist the teacher involved. [SEP]
4. To ensure that if such assistance and guidance fails to remedy the situation, action consistent with the Collective Employment Agreement and Teaching Council of Aotearoa New Zealand requirements will be taken. [SEP]

Guidelines

This process can only be initiated by the Principal, including recommendations provided to the Principal by Assistant Principals.

The Board will be informed that there is a concern about a teacher's competence. The Principal will conduct an investigation with appropriate parties and utilising correct procedure. The results of this process, along with any recommendations, will be reported to the Board.

Each teacher is to have a current position description. They are required to participate fully in the Professional Growth Cycle, as mandated by the Teaching Council of Aotearoa New Zealand, which enables ongoing reflective practice and provides coaching and mentoring linked directly to the Teaching Standards and Code of Conduct.

Procedure

When teacher conduct is causing concern, it should, in the first instance, attempt to be resolved by discussion, appropriate support and mentoring, and targeted professional learning. All discussions regarding conduct or discipline should be handled in a manner which as far as possible protects the mana and dignity of the teacher concerned. Teachers should be encouraged to seek whanau, family, professional and/or union support in relation to such matters. Any process should

be fairly conducted, guided in good faith and documented thoroughly.

If early discussion and support has not remedied the matters of competency causing concern, then it may be necessary to engage in a formal process.

The concerns should be specified in writing, including evidence to support them so that the teacher can understand the concerns and reasons for the implementation of the procedures. The teacher should be clearly communicated the action required to address any concerns and the time frame set for improvement. They are encouraged to have representation throughout the process with clear opportunity to respond, be supported and have adequate timeframes to improve their conduct. They should be advised that failure to reach required expectations of conduct in the role may result in disciplinary action.

The Principal is to have a second person from the Senior Management Team present throughout this process.

The teacher's performance will continue to be monitored throughout the time set with regular opportunities for feedback from both parties and support offered and provided to the teacher. If no improvement occurs, then a written warning may be given advising them that their continued employment is in jeopardy if no improvement occurs.

If the teacher's conduct continues to cause concern throughout the process highlighted above, then it may be appropriate to issue further written warnings following the correct processes of procedural fairness and good faith. All formal disciplinary documentation is to be shared between the teacher and the Principal. The teacher is to be advised that failure to meet the required expectations to improve performance and address concerns will continue to lead to further disciplinary action.

Where insufficient improvement is recognised, the teacher may be provided with notice that termination of employment may be a result of failure to improve conduct with sufficient notice to provide further feedback. The Board of Governors should be informed by the Principal of the serious nature of the teachers' continued concerning conduct and that termination may be a considered outcome. The Board will continue to be updated on any further actions or outcomes of this process.

If, once a fair and reasonable process has been followed, termination is the outcome due to continued concerning conduct by a teacher, the Teaching Council of Aotearoa New Zealand **must** be notified of the teacher's dismissal.

Reviewed: June 2023