

SWMTC Staff Appraisal

Core staff are subject to yearly appraisal by the Principal, with the involvement (anonymously) of members of the student body. Towards the end of the academic year, the Principal will send out forms to a selection of students. These will cover staff tutors' work as staff tutors, leaders of tutor groups and as teachers. The forms should be completed anonymously and returned to the Principal. The Principal will also send a form to each staff member asking them to appraise their own development and work for the Course.

On receipt of these forms the Principal will prepare a digest of students' responses. Serious issues will be taken up with staff members one-to-one with the Principal. If disciplinary measures are considered, these will be carried out in accordance with the procedures in the Staff Handbook.

More general appraisal may be carried out in a staff meeting – a facilitator may be used to assist this process. The Principal will send the forms relating to his/her own work to the Chair of Council; if any serious issues arise the Chair will address these one-to-one with the Principal.