



Appraisal Policy

Emirates Falcon International private School (EFIPS)

EFIPS Appraisal Policy
2019/2020

INTRODUCTION

EFIPS Appraisal Policy- Overview:

The EFIPS appraisal policy was developed to evaluate school academic and administrative staff as well as support staff employed by the school, except those on contracts of less than one term. Performance appraisal provides a periodic review and evaluation of an individual's job performance. Although the official appraisal forms may only be completed twice a year, the job of performance appraisal is continuous – sometimes daily - and requires effective communication on both the part of the school principal, the school vice principal, the academic director, the middle leaders, the teaching staff and all other support staff employed by the school.

APPRAISAL PURPOSES

The school may use the completed performance appraisals for different purposes, including: 1) constructing tests used for recruitment and selection; 2) evaluating the training program to find areas where additional training needs to be offered; and possibly 3) to determine merit pay when applicable.

The appraisal period will run for ten months from September to June in the majority of cases. Observation calendars will be published for announced semi- formal observations.

The School Principal will be appraised by the Governing Council.

Teachers (including middle leaders) who have responsibilities outside the classroom should also expect to have their performance of those responsibilities observed and assessed.

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Policy Goals and objectives:

- Use the appraisal process to develop the personal and professional effectiveness of the appraise(s)
- Audit training needs of subject staff.
- Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to standards for induction.
- Enable teachers to achieve expertise in their subject teaching.

CONFIDENTIALITY

The completed Performance Appraisal forms are maintained in the employee's personnel file in Human Resources and are released only to the employee, the school principal, the school vice principal, the academic director or other persons authorized by school regulation, or policy.

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RATINGS

The Appraisal regulations set out the principles that apply to middle leaders, teachers and support staff employed by the school:

Ratings Definitions:

Below is a general guide when determining the ratings for each item:

Unsatisfactory (unacceptable): A standard of performance below minimum requirements.

Good (needs improvement): A standard of performance generally meeting acceptable standards.

Very Good (meets expectations): A standard of performance meeting all normal requirements of the position.

Excellent (exceeds expectations): A standard of performance generally exceeding expected results.

Outstanding: A standard of performance leaving no consequence to be desired; highest possible effectiveness.

Appraisal Committees

The principal/ vice principal will head different school committees to conduct the appraisal process of school support staff (e.g. bus supervisors, head of safety...etc.). She may also choose to engage an external consultant with appropriate skills and knowledge to assist with the performance review/appraisal.

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Underperforming Employee:

The appraisal system includes the possibility of termination for ineffective teachers/ employee beyond the standard consequences for career progression. For example, if underperformance persists following a number of appraisals, the follow up procedures may include either the removal from teaching duties (this might translate into other functions within the school), or simply the termination of the contract.

للمدرسين

Teacher's Performance Evaluation

اسم المدرس : _____ القسم: _____
 Teacher: _____ Section: _____
 اسم المقيم و صفته: _____ توقيع المقيم _____
 Evaluator (name/position) _____ Evaluator's Signature _____

| انهاء خدمات Termination | غير مرضي Unsatisfactory | مرضي Satisfactory | جيد Good | جيد جدا Very Good | ممتاز Excellent |
|----------------------------|----------------------------|----------------------|-------------|----------------------|--------------------|
| 0 | 1 | 2 | 3 | 4 | 5 |

يتم تقييم المدرسين دوريا خلال العام الدراسي بمعدل تقييمين في كل فصل مع تقييم نهائي في نهاية العام

Teachers are periodically assessed Teachers are periodically assessed during the school year at a rate of two assessments per semester in addition to a final assessment at the end of the year

| ملاحظات Notes | التقييم نهائي اليوم و التاريخ Final Assessment Day/date | التقييم السادس اليوم و التاريخ sixth Assessment Day/date | التقييم الخامس اليوم و التاريخ Fifth Assessment Day/date | لتقييم الرابع اليوم و التاريخ fourth Assessment Day/date | التقييم الثالث اليوم و التاريخ Third Assessment Day/date | التقييم الثاني اليوم و التاريخ Second Assessment Day/date | التقييم الأول اليوم و التاريخ First Assessment Day/date | المحور/التقييم Assessment Domains |
|------------------|--|---|---|---|---|--|--|--|
| | | | | | | | | المعرفة العلمية للمادة Knowledge of content |
| | | | | | | | | اعداد ومتابعة المنهج Setting and following curriculum |
| | | | | | | | | الحضور والانصراف Attendance |
| | | | | | | | | احراز تقدم في مستوى الطلبة Progress in students' level |
| | | | | | | | | المشاركة في الأنشطة المدرسية Participating in school activities |
| | | | | | | | | الادارة الصفية Classroom management |
| | | | | | | | | التواصل مع الأهمل |

| | | | | | | | | |
|--|--|--|--|--|--|--|--|---|
| | | | | | | | | Communication with parents |
| | | | | | | | | التخطيط اليومي Daily Planning |
| | | | | | | | | عملية التعلم و التعليم خلال الحصة Teaching and learning process in class |
| | | | | | | | | اتمام المهام الموكلة له Carrying out assigned tasks |
| | | | | | | | | اهتمامه بالبيئة الصفية) السلامة- الوسائل التعليمية- البيانات) Being concerned with class environment, safety, sources and bulletin boards |
| | | | | | | | | قابليته للتطور Readiness for improvement |
| | | | | | | | | توقيع المدرس Teacher's signature |

| | |
|-----------|-----------------|
| التوصيات: | Recommendations |
|-----------|-----------------|

ملاحظة: يجب أن يرفق مع كل تقييم أدلة توضح الدرجة التي منحت له في كل محور

Evidence that justifies the offered grade has to be attached to the evaluation report

مديرة المدرسة

يعتمد: رئيس الحلقة

Principal

Head of Cycle

نموذج 1

EMIRATES FALCON INT'L. PRIVATE SCHOOL



مدرسة مقر الإمارة الدولية الخاصة

تقييم الأداء للمنسقين

HODs' Performance Evaluation Form

اسم المنسق القسم:

HOD Name:

Section:

توقيع المقيم اسم المقيم و صفته:

Evaluator (name/position)) Evaluator's Signature

| انهاء خدمات | غير مرضي | مرضي | جيد | جيد جدا | ممتاز |
|-------------|----------------|--------------|-------|-----------|-----------|
| Termination | Unsatisfactory | Satisfactory | Good | Very Good | Excellent |
| Less than | 1 | 2 | 3 | 4 | 5 |
| | 70-74 | 75-79 | 80-89 | 90-94 | 100-95 |

يتم التقييم دوريا خلال العام الدراسي بمعدل تقييم كل نهاية فصل

| ملاحظات | التقييم النهائي | التقييم الثاني | التقييم الأول | المحور/التقييم |
|---------|--------------------|-------------------|------------------|------------------------|
| | Average Assessment | Second Assessment | First Assessment | Assessment Domains |
| | | | | المعرفة العلمية للمادة |
| | | | | Knowledge of content |
| | | | | اعداد ومتابعة المنهج |

| | | | | |
|--|--|--|--|--|
| | | | | Curriculum preparation and monitoring |
| | | | | الحضور والانصراف Attendance |
| | | | | صفاته القيادية وقدرته على التقييم Leadership and evaluation skills |
| | | | | الالتزام بتنفيذ المهام الموكلة له بالمدة المحددة Commitment and punctuality in carrying out assigned tasks |
| | | | | المقدرة على تحديد نقاط القوة و الضعف في قسمه Ability to identify strengths and weaknesses in his /her Department |
| | | | | مقدرته على اعداد التقييم الذاتي ووضع الخطط التطويرية للقسم Ability to conduct self-evaluation and set improvement plans |
| | | | | مقدرته على رفع مستوى القسم (تدريب المرؤوسين) Ability to raise dept's level of performance (training of staff) |
| | | | | المتابعة اليومية لشؤون القسم Daily monitoring of section |
| | | | | المشاركة في الأنشطة المدرسية وتعزيز القراءة والهوية الوطنية الابتكار Participating in school activities and enhancing reading and National ID |
| | | | | التواصل مع الأهل |

| | | | | |
|--------------|--|--|--|--|
| | | | | Communication with parents |
| | | | | العلاقة بينه و بين مرؤوسيه ومدى رضى المتعاملين Relationship with staff and their satisfaction |
| | | | | متابعته لعملية التعلم و التعليم لمدرسيه monitoring teachers' teaching and learning process |
| | | | | مساهمته في فريق القيادة المدرسية Participation in school leadership team |
| | | | | قابليته للتطور Readiness for improvement |
| | | | | التقييم العام Over all evaluation |
| توصيات هامة: | | | | |

ملاحظة: يجب أن يرفق مع كل تقييم أدلة توضح الدرجة التي منحت له في كل محور

Evidence that justifies the offered grade has to be attached to the evaluation report

Name الاسم:

signatureالتوقيع:

نموذج تقييم موظف اداري

EMIRATES FALCON INT'L. PRIVATE SCHOOL



مدرسة مقر الإمارة الدولية الخاصة

HOD

اسم رئيس القسم :

Name:

اسم المقيم :

المهنة :

الاسم :

| انتهاء خدمات | غير مرضي | مرضي | جيد | جيد جدا | ممتاز |
|--------------|----------------|--------------|-------|-----------|-----------|
| Termination | Unsatisfactory | Satisfactory | Good | Very Good | Excellent |
| Less than | 1 | 2 | 3 | 4 | 5 |
| | 70-74 | 75-79 | 80-89 | 90-94 | 100-95 |

يتم التقييم دوريا خلال العام الدراسي بمعدل تقييم كل نهاية فصل

| ملاحظات | التقييم النهائي | التقييم الثاني | التقييم الأول | المحور/التقييم |
|---------|--------------------|-------------------|------------------|---|
| | Average Assessment | Second Assessment | First Assessment | Assessment Domains |
| | | | | الحضور و الانصراف Attendance |
| | | | | الدقة في تنفيذ المهام الموكلة له Accuracy in carrying out assigned tasks |
| | | | | الالاخلاص و المثابرة بالعمل loyalty and Accountability |
| | | | | المقدرة على تحمل ضغوطات العمل Ability to work under pressure |

| | | | | |
|--|--|--|--|--|
| | | | | الالتزام بتنفيذ الوصف الوظيفي Accountability of performing job duties and responsibilities |
| | | | | Communication and respecting others التواصل و احترام الآخرين |
| | | | | التميز و الابداع في عمله Innovation and Creativity |