# QUALITY MANAGEMENT SYSTEM (QMS) FOR SCHOOL-BASED EDUCATORS ELRC COLLECTIVE AGREEMENT NO.2 OF 2020

### **INTRODUCTION** 1.

The Quality Management System (QMS) is a performance management system for school-based educators designed to measure the performance of educators in line with their respective roles and responsibilities. The QMS replaces the Integrated Quality Management System (IQMS), which has been streamlined and re-branded to provide a clear and coherent framework for teacher appraisal.

#### PURPOSE 2.

To enhance educator efficiency, effectiveness and good performance

#### **ROLES AND RESPONSIBILITIES** 3.

#### 3.1 Principal

- Ensures that every educator has access to the QMS instrument and any other relevant documents
- Ensures that the QMS is implemented uniformly and effectively

## 3.2 School Management Team (SMT)

Conducts Performance Appraisals of educators, including classroom observations, and keeps records thereof

#### **Educator** 3.3

- Conducts a self-appraisal prior to being appraised by the immediate supervisor Allows the immediate supervisor to conduct lesson observations and shall keep relevant evidence for the appraisal process

#### **Resource Person** 3.4

The resource person is an educator who may be requested by the appraisee to assist in the appraisal process through provision of subject or other relevant expertise

## 3.5 The Circuit Manager

- Manages the performance of principals in a consultative, supportive and non-discriminatory manner to enhance school efficiency and accountability
- Agrees on a work plan with the principal with clear annual targets and performance indicators



## **PERFORMANCE STANDARDS**

## Term 2

Term 1

All educators have access

to Collective Agreement

Advocacy and training of all

educators

Roles and responsibilities

discussed

Principal and SMTs develop

and sign work plans with

supervisors

Complete Section A of

**Appraisal Instrument** 

Informal Self-Appraisal

**Develop implementation** 

plan / schedule for lesson

observations / appraisals

Self-Appraisal

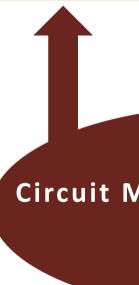
**Pre-Appraisal Discussion** 

Lesson Observations

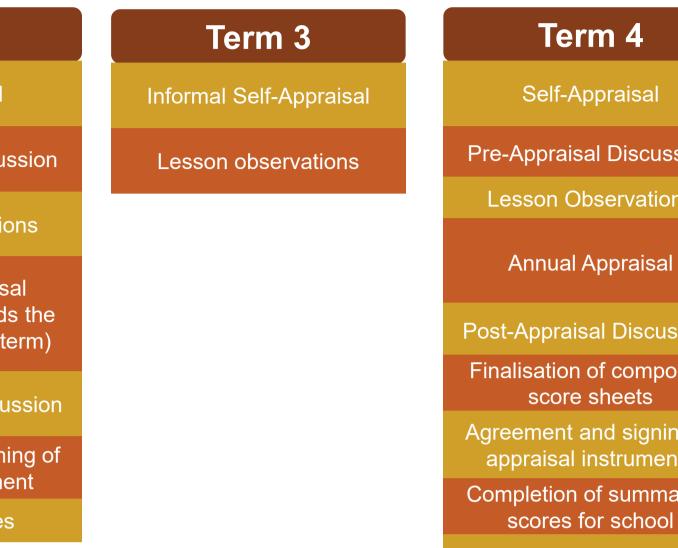
Mid-Year Appraisal (Undertaken towards the end of the second term)

Post-Appraisal Discussion

Agreement and signing of appraisal instrument Principal verifies



## **QMS Flow Chart**



**Pre-Appraisal Discussion** Lesson Observations

Annual Appraisal

Post-Appraisal Discussion Finalisation of composite score sheets

Agreement and signing of appraisal instruments Completion of summative

Principal verifies

Submission of completed and signed instruments to Circuit / District Office

### **Circuit Manager monitors and** verifies