

Appraisal Policy  
**Chase View Primary**

## **1. Purpose**

The purpose of this policy is to ensure that the standards of professional performance achieved by all staff are dealt with in a systematic and fair way.

The organisation is committed to supporting and retaining individuals who have the right motivation, skill and experience to make a positive contribution to the organisation's success and the delivery of high quality education.

The organisation is committed to achieving this through:

- setting high standards of expectation consistent with the school community, expectations of our organisation and relevant professional standards;
- the application of consistent and fair procedures in accordance with good practice and equal opportunities;
- adhering to relevant employment legislation and statutory guidance.

## **2. Scope**

This policy applies to all employees including, temporary, fixed term staff and casual staff dependent upon length of service. This policy sets out the framework for a clear and consistent assessment of the overall performance of employees including support staff, teachers and the Principal/Headteacher, and for supporting their development within the context of the organisation's plan for improving educational provision and performance to enhance pupil achievement, and the professional and organisational standards expected.

This policy does not apply to teachers appointed on contracts of less than one term, those undergoing induction (i.e. ECTs) and those who are subject to capability procedures. The Appraisal process will not be used as a substitute for informal programmes of support or counselling which should precede the initiation of a formal capability procedure.

Appraisal will be a supportive and developmental process designed to ensure that all employees have the skills and support they need to carry out their role effectively. It will help to ensure that all colleagues are able to continue to improve their performance and professional practice through high quality continuous professional development (CPD) and to develop their skills and practice further.

This procedure does not form part of your contract of employment and may be varied from time to time.

### **3. The Appraisal Period**

**Teachers** - The appraisal period for teachers will run for twelve months normally from 1 October to 30 September.

**Support Staff** - The appraisal period for support staff will run for twelve months normally from 1 April to 31 March.

**All employees** - staff who are employed on a fixed term contract of less than one year will have their performance managed in accordance with the principles underpinning this policy. The length of the period will be determined by the duration of their contract.

There is flexibility to have a longer or shorter appraisal period when colleagues begin or end employment part way through an appraisal cycle.

### **4. Setting Objectives**

Objectives set will be personalised and relevant to the Teacher's performance against Teacher Standards. Objectives should be achievable over an agreed timeframe and criteria for success should be agreed at the beginning of the appraisal period. Objectives should be set at an appropriate level for the employee given their role and level of experience and be suitably challenging so that the improvement in the employee's performance is clearly demonstrated through changes in knowledge, skills and behaviours over the agreed timeframe.

Whilst common objectives may be agreed to support school development plans, all objectives should be relevant to the development area(s) identified for the individual employee.

The Headteacher's objectives will be set by the Governing Body after consultation with the external adviser and the Headteacher.

Objectives for each employee will be set before or as soon as practicable after, the start of each appraisal period. This will be quality assured by the Headteacher.

The appraiser and appraisee will seek to agree the objectives but where a joint determination cannot be made the appraiser will make the determination. The appraisee may request moderation and should this be unsuccessful then the appraisee will be given the opportunity to append comments alongside their objectives. Objectives may be revised by agreement if circumstances change.

The objectives set will, if achieved, contribute to the school's plans for improving the school's educational provision and performance and improving the education of pupils taking into account the professional aspirations of staff. Employees will not normally be given more than three objectives: setting more than three objectives can cause increased workload and be inconsistent with the school's strategy for achieving work/life balance for all staff.

Before, or as soon as practicable after the start of each appraisal period, employees will be informed of the standards against which their performance in that appraisal period will be assessed.

Teachers' Standards provide the context in which, through professional discussions, objectives are set, CPD needs identified, success criteria defined and the nature and extent of any required observations planned. The Teachers' Standards should not be used as a checklist but should inform the setting of targets. The agreed objectives will contain a description of what success may look like.

The use of numerical targets will not normally be considered as appropriate, if they are to be used these will be reasonable in the circumstances and consideration will be given to factors outside the employee's control which may significantly affect success.

The appraiser will take into account the effects of an individual's circumstances, including any disability, when agreeing objectives. For example, this might include a reasonable adjustment to allow an individual slightly longer to complete a task than might otherwise be the case. When staff return from a period of extended absence, objectives may be adjusted to allow them to readjust to their working environment.

## **5. Reviewing performance**

### **Observation**

As appropriate, observation of classroom practice and other responsibilities is important both as a way of assessing performance in order to identify any particular strengths and areas for development and of gaining useful information which can inform school improvement more generally. All observations will be carried out in a supportive manner.

The amount and type of observation will depend on the individual circumstances and the overall needs of the organisation.

The total period for classroom observation arranged for appraisal purposes for any teacher will not normally exceed three hours per cycle having regard to the individual circumstances of the teacher. There is no requirement to use all of the three hours. The amount of observation will reflect, and be proportionate to, the needs of the individual. Classroom observation of teachers will be carried out by those with QTS. All colleagues including Teachers and the Headteacher, who have responsibilities outside the classroom should also expect to have their performance of those responsibilities observed and assessed.

In the more general monitoring and evaluating of teaching standards, concerns may be identified. Any concerns that may arise should be discussed with the teacher.

Verbal feedback will be given promptly following any observation and written feedback will be provided within ten working days by the person who has undertaken the observation.

### **Support Staff**

As appropriate, observation of professional duties and other responsibilities, including reviewing work evidence, is important both as a way of assessing performance in order to identify any particular strengths and areas for development and of gaining useful information which can inform school improvement more generally.

### **Development and support**

Appraisal is a supportive process which will be used to inform CPD. The organisation encourages a culture in which all employees take responsibility for improving their performance through appropriate professional development. Professional development will be linked to

school improvement priorities and to the ongoing professional and performance development needs and priorities of individual employees.

The CPD Plan will be informed by the training and development needs identified through the appraisal process and the organisation will ensure, as far as possible, that appropriate resources are made available to provide the identify support. This may include coaching, mentoring, work shadowing or training provided internally or externally.

An account of the support and development needs of teachers and support staff, including the instances where it did not prove possible to provide any agreed CPD, will form a part of the Principal/Headteacher's annual report to the Governing Body about the operation of the appraisal process in the school.

Appropriate consideration will be given for failing to make good progress towards meeting their performance criteria where the support identified or a suitable alternative has not been provided.

### **Feedback**

Employees will receive constructive feedback on their progress towards the achievement of their appraisal objectives throughout the appraisal cycle e.g. following observation or review of work evidence. Feedback will be given in a supportive context highlighting particular areas of strength as well as any areas that need additional support in order to successfully meet their appraisal objectives. A written record on progress made should be kept detailing the date and key issues of any feedback and should form part of the appraisal documentation. Should either the appraiser or appraisee identify issues of concern, an interim meeting may be called to discuss any support that is necessary to address the concerns.

## **6. Annual Assessment**

Performance will be formally assessed in respect of each appraisal period at the end of the annual appraisal process, however, performance and development priorities should be reviewed at an interim meeting part way through the appraisal cycle.

The whole process will have regard to the work life balance of all employees and of what can be reasonably expected of any employee in accordance with their contract of employment. Priorities or objectives

may need to be reviewed if an appraisee's circumstances or responsibilities change. In such cases amendments will be agreed with the employee and confirmed in writing.

The employee will receive a written appraisal report, as soon as practicable following the end of each appraisal period, and they will have the opportunity to comment in writing on the report.

In this organisation, teachers will receive their written appraisal reports by 31 October for the Headteacher. Support staff will receive their written appraisal report by 30 April.

The appraisal report will include:

- details of the objectives for the appraisal period in question;
- an assessment of the performance of their role and responsibilities against their objectives and the relevant identified standards;
- an assessment of the training and development needs and identification of any action that should be taken to address them;
- a recommendation on pay where that is relevant;
- the appraisee's own comments.

Consideration of any pay recommendations will be made in accordance with the organisation's pay policy and the employee's terms and conditions of employment.

The assessment of performance and of training and development needs will inform the planning process for the following appraisal period.

## **7. Appeals**

At any point in the appraisal process, employees have a right of appeal in respect of application of the policy. The grounds for the appeal will determine the relevant appeal process to be used, for example, an appeal may need to be considered under the organisation's pay policy.

An employee wishing to appeal must notify the Principal/Headteacher in writing of their intention to appeal a decision made including their grounds of appeal. The Headteacher will confirm the relevant policy and procedure for the appeal which will set out the process and relevant timescales.

The appeal will take place within 10 working days of notification of appeal.

## **8. Data Protection**

The organisation will comply with the provisions of relevant UK data protection legislation. Employee data will be processed by the organisation in accordance with the principles of that legislation and as set out in our privacy notice, as necessary for the performance of the employee's contract of employment and/or compliance with a legal obligation and/or the conduct of the organisation's business. The organisation will ensure that personal information about an employee, including information in personnel files, is securely retained for the period of time set out in the organisation's retention schedule.

Minutes of formal meetings will be given to you for your information and copies of notes, letters and other relevant documentation will be retained on file. Please note that you may exercise your data protection rights in relation to information processed in connection with your employment, as set out in our privacy notice.



