

Duddon Saint Peter's School



Appraisal Policy

This policy outlines the process by which the achievements of staff are monitored and their performance reviewed.

1. INTRODUCTION

The Governing Body of Duddon St. Peter's Primary School has adopted this appraisal policy in accordance with the Education (Schools Teachers' Appraisal) (England) Regulations 2012. Sections in bold are required by those regulations.

2. APPLICATION OF THE POLICY

The policy applies to the Head teacher and to all teachers employed by the school except teachers on contracts of less than one term, those undergoing induction (ie NQTs) and those who are the subject of capability procedures.

3. PURPOSE

This policy sets out the framework for a clear and consistent assessment of the overall performance of teachers and the head teacher and for supporting their development needs within the context of the school's improvement plan and their own professional needs. The assessment of performance against the Teachers Standards (or any other standards determined as applicable by the Governing Body or the Head teacher) and of the teacher's objectives throughout the cycle as recorded in the Appraisal Statement will be the basis on which a recommendation on pay will be made by the appraiser, and will inform any decision on pay progression.

This policy should be read in conjunction with the school's pay policy which provides details of the arrangements relating to teacher's pay in accordance with the School Teachers' Pay and Conditions Document.

4. LINKS TO SCHOOL IMPROVEMENT

The Governing Body expect that objectives set for all teachers including the head teacher, if achieved, will improve the education of pupils at our school and contribute to the implementation and achievement of the School Development Plan and any other plans adopted from time to time to improve the school's education provision and performance.

5. CONSISTENCY OF TREATMENT AND FAIRNESS

The Governing Body is committed to ensuring consistency of treatment and fairness in the operation of teacher appraisal. To ensure this the following provisions are made in relation to moderation and quality assurance.

Quality assurance

The head teacher has determined that s/he will be the appraiser for all teachers. The Governing Body will review the quality assurance processes when the appraisal policy is reviewed.

6. APPOINTMENT OF APPRAISERS FOR THE HEAD TEACHER

Appointment of Governors

In this school: The Governing Body is the appraiser for the Head teacher and to discharge this responsibility on its behalf appoints 3 governors of which one will be a foundation governor.

Where a Head teacher is of the opinion that any of the governors appointed by the governing body under this regulation is unsuitable for professional reasons, s/he may submit a written request to the governing body for that governor to be replaced, stating those reasons.

Appointment of External Adviser

The Governing Body will appoint an external adviser to provide advice and support in relation to the appraisal of the head teacher. The Governing Body will consult the external adviser before setting the Head teacher's objectives.

7. APPOINTMENT OF APPRAISERS FOR TEACHERS

The Head teacher must ensure that the appraisal of every other teacher employed in the school is carried out. The head teacher may delegate this duty, to the teacher's line manager or another suitably qualified member of staff. In this school the Head teacher has decided that the Head teacher will be the appraiser for all teachers/teaching assistants in this school.

8. THE APPRAISAL PERIOD

The appraisal period will be twelve months.

The appraisal cycle in this school will run from October to October for teachers, and from December to November for the Head teacher.

Teachers who are employed on a fixed term contract of less than one year, will have their performance managed in accordance with the principles underpinning the provisions of this policy. The length of the cycle will be determined by the duration of their contract.

Where a teacher starts their employment at the school part-way through a cycle, the Head teacher or, in the case where the teacher is the Head teacher, the governing body shall determine the length of the first cycle for that teacher, with a view to bringing his cycle into line with the cycle for other teachers at the school as soon as possible. Where a teacher transfers to a new post within the school part-way through a cycle, the head teacher or, in the case where the teacher is the Head teacher, the governing body shall determine whether the cycle shall begin again and whether to change the appraiser.

9. STANDARDS

Teachers will be assessed against the “Teachers’ Standards” and any other standards relating to teachers’ performance published by the Secretary of State as the governing body or Head teacher determines is applicable to the performance of any individual teacher. Teachers will be informed of these at the start of each appraisal period.

The Head teacher will be assessed against the National Standards for Head teachers and any other standards relating to teachers’ performance published by the Secretary of State as the governing body determines is applicable to their performance and will be informed of this at the start of the appraisal period.

10. OBJECTIVE SETTING

The objectives set will be rigorous, achievable, time-bound, fair and equitable in relation to teachers with similar roles/responsibilities and experience. They will have regard to what can reasonably be expected of any teacher at a given point of their career progression, the skills they will need to be able to evidence to show their professional progression and to meet the school’s pay progression criteria and, where possible, the teacher’s professional aspirations. They will be such that, if they are achieved, they will contribute to improving the education of pupils at the school and the implementation of any plans of the governing body or Head teacher designed to improve the school’s education provision and performance.

For part-time teachers, appraisers will also have regard to that teacher’s hours of work as a proportion of full time colleagues.

Governors also recognise the desirability of staff being able to achieve a satisfactory work-life balance.

Objectives will be set before or as soon as practicable after the beginning of the appraisal period. The appraiser and appraisee will seek to agree the objectives but where a joint determination cannot be made the appraiser will make the determination and the appraisee may record their objections in the appraisal report.

In this school :

- all teachers, including the Head teacher, will have no more than three objectives
- teachers, including the Head teacher, will not necessarily all have the same number of objectives

Appraisal is an assessment of overall performance, objectives cannot cover the full range of a teacher’s roles/responsibilities. Objectives will, therefore, focus on the priorities for an individual for the cycle. At the review stage teachers will also be assessed as set out below.

11. REVIEWING PROGRESS

Progress and performance will be reviewed and addressed on a regular basis throughout the year. This may include scheduled review meetings and will include day to day dialogue between the appraisee and their appraiser and a number of lesson observations. Feedback will be constructive and will highlight particular areas of strength as well as any areas that need attention.

This school believes that the observation of classroom practice and other responsibilities is important both as a way of assessing teachers' performance in order to identify any particular strengths and areas for development they may have and of gaining useful information which can inform school progress. To that end, the number of observations carried out in any school year may vary depending on the needs of the school. Observation feedback will be given in accordance with the timescales set out in the policy; other feedback will be given as soon as practicable after any issues relating to performance come to light.

Teachers (including the Head teacher) who have responsibility outside the classroom will also have their performance in these responsibilities reviewed and, if appropriate, observed.

Where there are concerns about any aspects of a teacher's performance (including concerns arising from any lesson observation) the appraiser will meet the teacher and

- give clear feedback about the nature and seriousness of the concerns;
- ask the teacher/head teacher to comment on the concerns;
- review objectives and their timescales if appropriate;
- discuss and agree any support (eg coaching, mentoring, structured observation), that will be provided to help address the concerns;
- set dates for further review of progress, allowing sufficient time for improvement.
- explain the implications if insufficient progress is made.

The review of objectives and any other performance issues and any support agreed will be set out in a clear action plan. When progress is reviewed, if the appraiser is satisfied that the teacher has made, or is making, sufficient improvement, the appraisal process will continue as normal, with any remaining issues continuing to be addressed through that process.

Transition to capability

If the appraiser is not satisfied with the progress made during the review period above, the teacher will be notified in writing that the appraisal process will no longer apply and that their performance will be managed under the capability procedure, and will be invited to a formal capability meeting.

12.ANNUAL ASSESSMENT

At the end of the appraisal cycle, the appraiser(s) will meet the appraisee to assess the performance of the teacher or Head teacher against

- the "Teachers Standards" or the National Standards for Head teachers as applicable and
- any other set of standards relating to teachers' or Head teachers' performance published by the Secretary of State and about which the teacher has been notified at the beginning of the appraisal period,
- the teacher or Head teacher's objectives and
- the teacher or Head teacher's professional development needs.

In assessing performance the appraiser will also consider the impact the teacher has had through both achievement of their objectives and their day to day performance on

- pupil progress
- wider outcomes for pupils
- specific elements of practice where appropriate
- the effectiveness of other teachers or other staff
- the wider work of the school

Assessment of performance against an objective will be on the basis of the performance criteria set at the beginning of the cycle. Good progress towards the achievement of a challenging objective, even if the performance criteria have not been met in full, will be assessed favourably. Assessment may be based on a range of sources [schools should insert here the range of sources which they will use which may include self-assessment; peer review; tracking pupil progress; lesson observations; lesson plans; marking; book reviews; the views of pupils and parents].

The appraisal cycle is annual, but on occasions it may be appropriate to set objectives that will cover a period over more than one cycle. In such cases, the basis on which the progress being made towards meeting the performance criteria for the objective will be assessed at the end of the first cycle and will be recorded in the report at the beginning of the next cycle.

In relation to the Head teacher, Governors will consult the external adviser when assessing performance. The appraiser(s) will also where relevant under the School Teachers' Pay and Conditions Document, make a recommendation relating to the teacher or head teacher's pay.

13. APPRAISAL STATEMENT

As soon as practicable (normally within two calendar weeks) following the end of each appraisal period, teachers will be provided with a written report which will record the assessment of their performance against the criteria set out above. The report will also, where relevant under the School Teachers' Pay and Conditions Document, record a recommendation relating to the teacher or Head teacher's pay.

14. APPEALS

Where a member of staff is dissatisfied with the application of the appraisal process (except for decisions on pay) they have recourse to the school's Grievance Procedure to pursue the matter. Where a member of staff is dissatisfied with a recommendation or decision on pay, they have a right of appeal through the appeals mechanism of the School Pay Policy.

15. CONFIDENTIALITY

The appraisal process and the reports generated under it will be treated with confidentiality at all times. The appraiser and the Head teacher will have access to the appraisee's plan and review recorded in her/his report. Where a teacher has multiple roles, their additional managers (as agreed at the start of the cycle) will also have access.

Access to the appraisal report of a teacher can be made available to Governors where they are being asked to make a decision on pay. Appraisees will be told who has been granted access to their report.

Governors directly involved in the Head teacher's appraisal and the external adviser will be provided with access to the Head teacher's plan and review recorded in his/her report. Details of the Head teacher's objectives will be reported to the full governing body as soon as practicable after the beginning of the appraisal cycle. Governors not directly involved in the Head teacher's appraisal will be given access to the review of his/her performance, on request, and where they are being asked to make a decision on pay.

16. TRAINING AND SUPPORT

The school's CPD programme will be determined by the training and development needs of teachers identified during the appraisal process.

The governing body will ensure in the budget planning that, as far as possible, appropriate resources are made available in the school budget for any training and support agreed for appraisees. It is recognised that priority may have to be given to the needs of a teacher causing concern or who has entered capability proceedings to ensure appropriate support for improvement is provided.

An account of the training and development needs of teachers in general, including the instances where it did not prove possible to provide any agreed CPD, will form a part of the Head teacher's annual report to the governing body about the operation of appraisal in the school.

With regard to the provision of CPD in the case of competing demands on the school budget, a decision on relative priority will be taken with regard to the extent to which: (a) the CPD identified is essential for an appraisee to meet their objectives; and (b) the extent to which the training and support will help the school to achieve its priorities. The school's priorities will have precedence.

Teachers should not be held accountable for failing to make good progress towards meeting their performance criteria where the support recorded in the appraisal report has not been provided.

17. MONITORING

The governing body will ensure that all teachers, including the head teacher, have their performance appraised on an annual basis.

The head teacher will provide the governing body with a written report on the operation of the school's appraisal policy annually. The report will not contain any information which would enable any individual to be identified. The report will include:

- the operation of the appraisal policy;
- the effectiveness of the school's appraisal procedures;
- the delivery of training and development opportunities against previously identified need.

18.EQUALITY ACT 2012

In accordance with its Public Sector Equality Duty, the Governing Body of Duddon St. Peter's School has given due regard to equality considerations in adopting this policy/procedure and is satisfied that its application will not impact adversely on members of staff who have a protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) within the meaning of the Equality Act 2010

In addition, the Governing Body is committed to promoting equality and will ensure that the appraisal process is fair and non-discriminatory and that monitoring data should be included in the head teacher's report covering each of the protected characteristics within the Equality Act 2010.

The Head teacher will also report on whether there have been any appeals or representations on an individual or collective basis on the grounds of alleged discrimination under any of the protected characteristics.

19.REVIEW OF THE POLICY

The Governing Body will review the appraisal policy every school year at its autumn meeting.

The Governing Body will take account of the head teacher's report in its review of the appraisal policy. The policy will be revised as required to introduce any changes in regulation and statutory guidance to ensure that it is always up to date.

The Governing Body will seek to agree any revisions to the policy with the recognised trade unions having regard to the results of the consultation with all teachers.

To ensure teachers are fully conversant with the appraisal arrangements, all new teachers who join the school will be briefed on them as part of their introduction to the school.

20.ACCESS TO DOCUMENTATION

Copies of school development plans can be obtained from the school office.

Date: *May 2017*

Date of review *Summer 2018*