



THAMESVIEW SCHOOL

**Thong Lane, Gravesend,
Kent DA12 4LF**

Appraisal Policy

APPRAISAL POLICY

The Aim

At Thamesview School appraisal will be a supportive and developmental process designed to ensure that all teachers and support staff have the skills and support they need to carry out their role effectively. Appraisal will help to ensure that staff are able to continue to improve their professional practice and to develop as individuals. All staff are entitled to appraisal and are required to fully participate in the process.

Exceptions

Teaching staff in their NQT year will be provided support, mentoring and guidance under the provisions for NQT staff. The final review period of the induction period can be used to agree objectives and professional development opportunities as the first stage of the following year's performance management cycle.

New Support Staff members (on Kent Scheme terms and conditions) need to have completed 6 months service before they have their first pay assessment. This means anyone starting between 2 October and 31 March will have their performance pay award deferred until the following cycle. They should, however, be part of the appraisal process and participate in a review meeting to consider their performance against their job description. They will receive any general increase (previously known as cost of living increase) in the April immediately following their start date.

Casual staff are normally on a contract of employment of 13 weeks or less and are therefore not subject to the appraisal process.

Staff on secondments or in an acting-up arrangement, will receive an appraisal outcome and pay assessment rating so as not suffer a detriment to their salary. Secondees will receive the appropriate increase on their seconded salary and their substantive salary will be increased in the same way.

Where a member of staff is receiving an Additional Responsibility Allowance, then they will be eligible for a pay assessment on their higher pay, taking this allowance into account. On their return to their substantive role, their substantive salary will be increased.

The Appraisal Period

The appraisal period for teachers will run for twelve months from September to September, with a Mid-Year Appraisal Meeting taking place in February/March as determined by the Headteacher. 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 this policy. The length of the period will be determined by the duration of their contract.

The appraisal period for Support Staff will run in line with the financial year, as detailed below.

April	Pay Awards Made
September	Mid-year review – Manager and job holder discuss progress against job description. Provides an opportunity to get performance back on track if needed or revise job descriptions where priorities have changed
February	End of Year Appraisal Meeting – assessment for pay increase made
March	Moderation of appraisal outcomes and approval by the Pay Committee

Appointing Appraisers

The Headteacher has overall responsibility for appraisal in the school. The Headteacher will be appraised by the Governing body, supported by an external adviser who has been appointed by the Governing Body for that purpose. In this school the task of appraising the Headteacher, including setting of objectives, will be delegated to the three members of the pay panel within the governing body.

The Headteacher will allocate every member of staff an appraiser who will be responsible for completing the cycle of appraisal each year. The Headteacher will ensure rigorous processes for the training of appraisers. The web based management system Bluewave Swift will be used to record key information in the process.

Setting Targets (Teaching Staff Only)

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

Objectives for each member of teaching staff will be set before or as soon as practicable after, the start of each appraisal period. The objectives set for each member of staff will be Specific, Measurable, Achievable and Time-bound and will be appropriate to the role and level of experience of the member of staff. The appraiser and the member of staff will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change.

The objectives set will contribute to the school's plan for improving outcomes and the education of all students at the school. Before, or as soon as is practicable after the start of each appraisal period, each member of staff will be informed of the standards against which the appraisal will be assessed. All teaching staff will be assessed against the Teachers' Standards 2012 (DfE).

A minimum of 3 objectives should be agreed on.

The objectives must:

- contribute to the improvement of teaching and learning at the school
- take account the needs and career aspirations of the individual
- reflect the job role of the individual and their areas of responsibility including post Threshold Standards for teaching staff
- be relevant to the job description, and for teaching staff in receipt of TLRs must include leadership or management as appropriate
- be specific in what is to be achieved, be challenging and should reflect development for the individual
- reflect the hours available to the job, for those staff who work less than maximum hours

Timings

The Appraiser and Appraisee will complete a draft of the targets set and record these in the relevant area of Bluewave Swift. The electronic record must be agreed by Reviewer and Reviewee, via electronic signature., . The Headteacher has 10 days to moderate targets and if necessary instruct the Appraiser to amend.

The target setting stage for teaching staff must be completed by 31 Oct.

Reviewing Performance

Observation

At Thamesview School we believe that observation of 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 improvement more generally. All observations will be carried out in a supportive fashion.

At Thamesview School teachers' performance will be regularly observed but the amount and type of classroom observation will depend on individual circumstance. Formal classroom observations will only be carried out by those with QTS.

Some support staff roles, such as Learning Support Assistants may also be subject to observation for the assessment of performance.

Feedback on Observations

Colleagues will receive constructive feedback following formal observation as soon as practicable after observation. Feedback will highlight areas of strength as well as areas of improvements. Where there are concerns about any aspects of performance the appraiser will meet with the colleagues to:

- give clear feedback about the nature of the concerns
- allow the colleagues the opportunity to discuss the concerns
- agree any support that can be offered to address the concerns
- make clear how, and by when the appraiser will review progress
- Explain the implications and process if no or insufficient progress is made.

When progress is reviewed, if the appraiser is satisfied that the colleague has made, or is making sufficient improvement the appraisal process will continue as normal.

Development and support (CPD)

Appraisal is a supportive process which will be used to inform CPD. Thamesview School encourages all staff to improve their practices through appropriate professional development. CPD will be linked to school improvement priorities and to the ongoing professional developmental needs of staff. The CPD coordinator can offer further advice on meeting CPD requirements.

In addition to the monitoring and support agreed at the planning stage to monitor the progress of objectives, the following will take place:

- A mid-year review of the targets and job performance will take place at the agreed time (February/March for teaching staff and September for support staff) and progress will be recorded on Bluewave Swift. At the mid-year review meeting the appraiser must ensure that colleagues have planned sufficient hours of CPD to meet the INSET requirements and has planned the support agreed to meet the objectives.
- At the agreed date, the Appraisal Review meeting must take place to review all objectives and achievements. The final Appraisal Review for the year should be discussed and completed using the relevant documentation and then uploaded to Bluewave Swift.

Revision of Targets

At any stage during the year, if progress is not being made, or if there is evidence circumstances have changed, a revision meeting can be called.

At this meeting the position should be discussed and the reasons why there is a change in circumstances. The revised targets must be agreed, and recorded in writing with the same level of detail as at the target setting stage. Agreement of the Headteacher should be sought for any fundamental revisions made to agreed targets.

If the teacher does not meet the revised objectives, and there are not any further changes in circumstances, then the appraiser should take advice before applying for a second revision meeting. If the teacher cannot meet the required standards within the expected timescales of the second revision period, then the appraiser must refer the situation to the Headteacher. Whilst Appraisal and Capability are separate procedures the relevant information from the Appraisal Record and revision statements may be taken into account by those responsible for taking decisions or making recommendations about performance, pay, promotion, dismissal or disciplinary matters.

Annual Final Assessment

Each member of staff's performance will be assessed in respect of each appraisal period. In assessing the performance of the Headteacher the Governing Body will consult the external advisor.

All colleagues will receive a written appraisal report (In Bluewave Swift). The report will include:

- an assessment of performance set against objectives and relative standards (teaching staff only).
- an assessment of performance against the job description and key responsibilities of a role (support staff)
- an assessment of training and development needs and identifications of any action that should be taken to address them

Procedures for changing schools

If a member of staff changes school during the year, they may request in writing for their Appraisal information to be sent to the new school.

Provision for Maternity and long term absence

On return from Maternity leave or other long term absence, provision must be made for the individual to be included in the Appraisal cycle.

Confidentiality

The Appraisal Record is personal and confidential and is kept securely online. The principles of Data Protection 1998 should be followed at all times by those who have access to these documents

If the staff member's line manager is not the appraiser, then the Line Manager may also have access to the Appraisal Record. Senior management and Governors responsible for making decisions regarding pay can request access to online records. Appraisal Records should be kept for at least 3 years.

Appeals

At the planning, monitoring and performance review stage the individual has the right to appeal to the Headteacher.

APPRAISAL POLICY

This Appraisal Policy was agreed and adopted at a Governors' Meeting held on _____ (*date*)

Signed: _____ (Governor)

Signed: _____ (Headteacher)

The policy will be formally reviewed in _____ (*date*)