



# The Athelstan Trust

## Appraisal Policy

### Appraisal policy

#### Introduction

- 1 **Flexibility:** The appraisal process is applicable to you once you have completed your probationary period/ first year of employment. Teaching staff who are employed on a fixed term contract of less than one year will have their performance reviewed in line with the principles set out in this policy.] This procedure does not have contractual effect. There may be occasions when the Trust considers it appropriate to change or omit parts of the procedure.
- 2 **Amendments:** If the Trust amends the appraisal procedure from time to time, you will be given advance notice of the amendments.
- 3 **Purpose of appraisal:** The appraisal process in the Trust will be a supportive process designed to ensure that teaching and support staff have the skills and support they need to carry out their role effectively. It will help to ensure that staff are able to continue to improve their professional practice and to develop. It will assist in developing staff resources in a systematic way. The Trust and all of its Academies are committed to implementing effective measures to monitor the performance of staff and their development.
- 4 **Training for appraisers:** The Trust will ensure that all appraisers will have sufficient training on the appraisal process and their role and responsibilities.

#### Appraisal process

- 5 **Personnel:** Appraisers will be appointed by Leadership Team.
- 6 **Key stages to appraisal process**
  - 6.1 **Preparation:** Both the appraiser and the appraisee must prepare for the appraisal meeting in advance. The appraiser will gather information on performance. For teaching staff, may include (but is not limited to) a review of their personnel file, attendance records, lesson planning, marking, schemes of work, feedback from pupils, peers (where appropriate) and parents, performance of the department and the Academy as a whole. It will also include feedback from any lesson observations. For support staff, the appraiser will gather information on performance which may include (but is not limited to) a review of their personnel file, attendance records, performance of the department and the Academies as a whole. The appraisee should complete the self-appraisal form in order to facilitate their preparations for the meeting. Appraisers will seek feedback from heads of department, line managers or other staff as appropriate to ensure a full picture particularly where a member of staff holds more than one role.
  - 6.2 **The appraisal meeting:** This will take the form of a formal review with your manager or head of department and will include consideration of the self-appraisal form prepared by you. An appraisal form will be completed by the appraiser during the meeting. The appraisal meeting should be led by you and will provide an opportunity to discuss your performance, the role, your goals and aspirations and any other issues which you would like to discuss. During the meeting, objectives will be set for the forthcoming year. These will be determined by the appraiser following consultation with you. Objectives will be linked to your own personal development, departmental objectives, the Academy's strategic plans



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and the Teachers' Standards (for teaching staff). The objectives will be recorded in the finalised appraisal form and a copy will be kept by both you and the Academy.

6.3 **Ongoing review and follow up:** Your objectives and progress will be reviewed during the year by your appraiser and review meetings will be held as appropriate. In the event that you are not meeting your objectives, this will be discussed with you and the Academy will offer appropriate support or training. The Academy reserves the right to vary or replace objectives during the year should circumstances change.

7 **Timing:** All staff will be appraised once a year and it is the appraiser's responsibility to arrange the review meeting with you which will be held at a convenient time for both the appraiser and appraisee. Sufficient notice will be given to enable you to prepare for the appraisal meeting. The appraisal meetings will be conducted in September and October each. For teaching staff, teaching observations and follow up may take place throughout the year. Teaching staff who are employed on a fixed term contract of less than one year will have their performance reviewed in line with the principles set out in this policy. There is flexibility to have a longer or shorter appraisal period when staff begin or end employment with the Trust.

### Setting objectives

8 **SMART objectives:** [• The usual number of objectives each year will be between three and six.] The objectives set will be Specific, Measurable, Achievable, Realistic and Time constrained and will be appropriate to your role and level of experience. The appraiser will determine the objectives following consultation with you. Objectives may be revised if circumstances change.

9 **Recording objectives:** The objectives should be recorded in the appraisal form, which must be signed by the appraisee and the appraiser.

10 **Records:** The Academy will keep copies of all completed appraisal forms on your personnel file in a secure place for six years before they are destroyed. You should also keep a copy of the appraisal form for your own records.

### Link to pay

11 **Use of appraisals in setting pay:** Decisions on pay will be made by the Academy following the appraisal round.

When setting pay the Academy will have regard to the outcome of the appraisal process for the current year in accordance with the Trust's pay policy.

### Reviewing performance throughout the year

12 **Ongoing review:** The Academy may review the performance of teaching and support staff throughout the year in order to identify strengths and to identify areas for development.

13 **Observation:** For teaching staff, the ongoing review may include lesson observation. Observation will be carried out in a supportive fashion and may be planned or on a 'drop in' basis. The number of observations will be set by the [Trust/Academy] and will vary depending on the circumstances.

14 **Non-teaching responsibilities of teaching staff:** Teachers who have additional responsibilities in addition to their teaching may also have their performance in these areas observed through the year.



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- 15 **Development and support:** The Academy will provide support, guidance and training to staff, particularly where areas of development have been identified as part of the appraisal process. Where development needs or concerns have been raised as part of the appraisal process, review meetings will be held with the appraisee to review progress against agreed objectives.

### Link to capability procedure

- 16 **Capability procedure:** Where serious concerns arise as part of the appraisal process or where there is a pattern of objectives not having been met, the Academy may instigate formal action under the capability procedure.



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