



Bladon C of E Primary School

Next Review: November 2018

Reviewed: November 2015

Authorised by:

Approved by:

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(Tracey Fletcher, Head Teacher)

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(Ray Banks, Chairman of Governors)

Performance Management & Staff Appraisal Policy (S01)

Purpose

Performance management (PM) is used to help develop staff, improve teaching and raise standards of achievement for all children. This policy digest sets a framework for all staff to agree and review priorities and objectives within the context of the school's development plan and their own professional needs. For full details of OCC regulations refer to the Education (School Teachers' Appraisal) (England) Regulations 2013.

Roles & Process

The governing body will appoint two or three governors to ensure that performance of teaching and non-teaching staff is regularly reviewed and to monitor the process. An external adviser will provide advice to the governor representatives on the setting of PM objectives for the Head Teacher before the end of December each year and will support them in reviewing performance at the end of the review cycle.

PM will be implemented on the basis of equal opportunity to encourage all staff to achieve their potential through agreeing objectives, undertaking development and having their performance assessed. The process involves the Head Teacher and the member of staff working together to ensure that objectives are discussed and agreed; regular and objective feedback is given; and adequate coaching, training & development is provided.

The PM review cycle will operate on a continuous one-year cycle. Planning will flow from the previous year's review and timing will start from the autumn term. PM will be linked with the school development plan. In addition ~

- PM will take account of professional development objectives in setting the school's overall priorities for staff development.
- Teachers' objectives will include pupil progress as well as ways of developing and improving teachers' professional practice.
- Head Teachers' objectives will include school leadership and management as well as pupil progress.
- Objectives should be clear, concise and measurable. They should be challenging but realistic and take account of the incumbent's job description, their existing skill and knowledge base.
- There will be a minimum of 3 and no more than 5 objectives to be agreed. Agreeing objectives does not mean itemising every activity but picking out key expectations and yardsticks. The range of objectives should match the nature of the job, including leadership or management areas as appropriate. Leadership group staff and those with TLR increments will have objectives relating to their additional responsibilities.
- Objectives may be revised at any time during the PM cycle if there is agreement between the jobholder, Head Teacher and appraisers.
- The annual review of the jobholder's performance will use the recorded objectives as a focus to discuss achievements and identify any developmental needs. It will be combined with agreeing objectives for the following performance management cycle a copy of which will be given to the incumbent within 10 days of the review.

Those carrying out the PM review will record the objectives that will apply for the review period. These should be jointly agreed if possible. If there are any differences of opinion about the objectives the jobholder may add comments to the written record of objectives.

The Head Teacher will keep progress under active review throughout the year using classroom observation and other relevant information. S/he will discuss any supportive action. Classroom observation is accepted good practice with a minimum of one observation each year required by regulations.

Those who have access to them in making decisions about performance, pay, promotion, dismissal or discipline may take relevant information from review statements into account. There will be two copies of the review statement – one held by the jobholder and another held by the head on a central file, to which the Governors responsible for making decisions regarding pay could request access. A copy of the head's review statement should go to the Chairman of Governors. Review statements will be kept for at least three years.

The Head Teacher will report annually to the governing body including the effectiveness of the PM procedures and the training and development needs of staff.

Complaints Procedure

Within 10 days of receiving the review statement:

- Teachers and non-teaching staff can record their dissatisfaction with aspects of the review on the review statement. Where these cannot be resolved with the Head Teacher, they can raise their concerns with the Chairman of Governors.
- The Head Teacher can record any dissatisfaction with aspects of the review. Where these cannot be resolved with the appointed governors, s/he can raise their concerns with the Chairman of Governors. If the Chairman of Governors has been involved in the review process, the governing body should appoint one or more non-staff governors who have not participated in the Head's review to act as review officer.
- The review officer will investigate the complaint and take account of comments made by the jobholder. This should be done within 10 working days of referral. S/he may decide that the review statement should remain unchanged or may add any observations of his/her own. The review officer may decide, with the agreement of the person responsible for carrying out the initial review, to amend the review statement; or declare that the review statement is void and order a new review. Where a new review is ordered new governors will be appointed to carry out the review. This should be conducted within a further 15 days.

Park Street, Bladon, Woodstock, Oxfordshire, OX20 1RW

e: office.3146@bladon.oxon.sch.uk t: 01993 811192 w: www.bladon.oxon.sch.uk

Headteacher: Tracey Fletcher