



Leedon Lower School

Appraisal Policy – Spring 2019

Reviewed – Spring 2025

APPLICATION OF THE POLICY

The policy applies to the headteacher and to all teachers employed by the school except on teachers on contracts of less than one term, those undergoing induction (*i.e. ECTs*) and those who are the subject of capability procedures.

PURPOSE

This policy sets out the framework for a clear and consistent appraisal of teachers and the headteacher and for supporting their development needs within the context of the school's improvement plan and their own professional needs. Where teachers are eligible for pay progression, the appraisal of performance throughout the cycle against the performance criteria specified in the statement will be the basis on which the recommendation is made by the appraiser.

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 and the Equality 2010 ensuring discriminations (direct and indirect), harassment and victimisation are challenged to ensure equality. This policy is written and reviewed in light of these to ensure the school is fulfilling its statutory duty.

LINKS TO SCHOOL IMPROVEMENT, SCHOOL SELF-EVALUATION AND SCHOOL DEVELOPMENT PLANNING

To comply with the requirements to show how the arrangements for appraisal link with those for school improvement, school self-evaluation and school development planning and to minimise workload and bureaucracy the appraisal process will be the main source of information as appropriate for school self-evaluation and the wider school improvement process.

Similarly, the school improvement and development plan and the school's self-evaluation form are key documents informing the appraisal process.

CONSISTENCY OF TREATMENT AND FAIRNESS

The Governing Body is committed to ensuring consistency of treatment and fairness in the operation of the appraisal process.

To ensure this the following provisions are made in relation to moderation, quality assurance and objective setting.

QUALITY ASSURANCE

The Headteacher has determined that he and the Deputy Head will be the appraisers for all teachers.

The Chair of the Governing Body will ensure that the head teacher's planning statement is consistent with the school's improvement priorities and complies with the school's appraisal policy and current regulations.

OBJECTIVE SETTING

The objectives set will be rigorous, challenging, achievable, time-bound, fair and equitable in relation to teachers with similar roles/responsibilities and experience, and will have regard to what can reasonably be expected of any teacher in that position given the desirability of the appraisee being able to achieve a satisfactory balance between the time required to discharge professional duties and the time required to pursue personal interests outside work, consistent with the school's strategy for bringing downward pressure on working hours. They shall also take account of the teacher's professional aspirations and any

relevant pay progression criteria. They should be such that, if they are achieved, they will contribute to improving the progress of pupils at the school.

The appraiser and appraisee will seek to agree the objectives but where a joint determination can not be made the appraiser will make the determination.

All teachers, including the head teacher, will have no more than three objectives – each objective must directly relate to current school improvement priorities:

- 1. All teachers, including the head teacher, will have a whole school objective*
- 2. All teachers, including the head teacher, will have an objective relating to pupil progress*
- 3. All teachers, including the head teacher, will have an objective relating to **teachers standards** September 2012.*

At the review stage it will be assumed that those aspects of a teachers roles/responsibilities not covered by the objectives or any amendments to the statement which may have been necessary in accordance with the provisions of the regulations have been carried out satisfactorily.

APPRAISAL PROCESS

At the end of the appraisal cycle, 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 will be considered favourably. The **informal aspects of any capability** procedure may now be incorporated into the appraisal procedure – at any point of the appraisal process causes for concern relating to under performance may trigger a **transition meeting** that could result in the commencement of **capability procedures**.

APPEALS

At specified points in the appraisal process teachers and head teachers have a right of appeal against any of the entries in their planning and appraisal statements.

Details of the appeals process are covered in the school's pay policy.

CONFIDENTIALITY

The whole appraisal process and the statements generated under it, in particular, will be treated with strict confidentiality at all times. Only the appraisee's line manager or, where s/he has more than one, each of her/his line managers will be provided with access to the appraisee's plan recorded in his/her statement, upon request, where this is necessary to enable the line manager to discharge his/her line management responsibilities. Appraisees will be told who has requested and been granted access. Appraisal statements will be retained for a minimum of 6 years.

APPOINTMENT OF THE APPRAISERS FOR THE HEADTEACHER

The Governing Body is the appraiser for the head teacher and to discharge this responsibility on its behalf appoints 2 - 3 governors to form an appraisal sub-committee.

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.

An external advisor will provide the governing body with advice and support in relation to the management and the appraisal of the head teacher.

APPOINTMENT OF THE APPRAISERS FOR TEACHERS

Where a teacher is of the opinion that the Deputy Head to whom the Head teacher has delegated the appraiser's duties is unsuitable for professional reasons, s/he may submit a written request to the Head teacher for that appraiser to be replaced, stating those reasons.

THE APPRAISAL CYCLE

The performance of the teachers must be appraised on an annual basis. Appraisal planning and reviews must be completed for teachers and for the head teacher within a 12 month cycle that incorporates regular reviews each term and an annual summary feedback in writing for all appraisees.

Where a teacher starts their employment at a 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 headteacher 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.

MONITORING AND EVALUATION

The governing body will monitor the operation and outcomes of appraisal arrangements. 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 impact of appraisal outcomes on school improvement

CLASSROOM OBSERVATION PROTOCOL

All classroom observation will be undertaken in accordance with the current appraisal regulations as summarised in the classroom observation protocol adopted by the school.

Teachers may be observed for **more than a total of 3 hours** during the 12 month appraisal cycle at the head teacher's discretion in relation to maintaining the **Teaching Standards** throughout school and ensuring effective school improvement.

REVIEW OF THE POLICY

The Governing Body will review the appraisal policy every school year. 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