



## Appraisal Policy Teachers

These guidelines are to provide helpful information to assist the appraisal of teachers and are not intended to amount to legal advice.

### 1.0 Introduction

This policy applies to centrally employed teachers and head teachers. It sets out the framework for a clear and consistent assessment of the overall performance of employees covered by teacher's terms and conditions of employment. It does not cover those on contracts of less than one term, or those undergoing induction.

The appraisal process is designed to be a supportive and developmental process to ensure that all employees have the skills and support they need to carry out their role effectively. It will help to ensure that all employees are able to continue to improve their professional/employment practice and to develop in their respective roles. The grievance policy and appeals policy would apply where the teacher was not satisfied with the application of this policy.

This policy does not form part of any employee's contract of employment and it may be amended at any time following consultation. We may also vary any parts of this procedure, including any time limits, as appropriate in any case.

### 2.0 Review period

**The appraisal period will run for twelve months** from 1 September 2015 to 31 August 2016. This policy will be reviewed in September 2016.

Employees 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 review period will be determined by the duration of their contract.**

### 3.0 Appraisal principles

#### 3.1 Appraiser

**Head teachers will be appraised by the Assistant Director or Head of Service supported by a suitably skilled and/or experienced adviser who has been appointed for that purpose.** All other teachers will be appraised by their head teacher or line manager.

#### 3.2 Objective setting

**Head teacher's objectives will be set by the Assistant Director or Head of Service after consultation with the external adviser.**

**Objectives for each employee covered by the policy will be set before, or as soon as practicable after, the start of each appraisal period.** The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to the employee's role and level of experience. The appraiser and employee 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 for each employee will, if achieved, contribute to the local authority's plans for improving school's educational provision and performance and improving the educational opportunities of pupils.**

### 3.3 Appraisal Standards

**Before, or as soon as practicable after, the start of each appraisal period, a teacher will be informed of the standards against which that teacher's performance in that appraisal period will be assessed.** Each teacher will be assessed against the set of standards contained in the document "Teachers' Standards" published in July 2011 and any subsequent amendment thereof or any other document relevant to them.

### 3.4 Class Room Observation

The local authority believes that observation of classroom practice and other responsibilities is important both as a way of assessing 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. Any observation will be carried out supportively. The amount of classroom observation will depend on individual circumstances. Classroom observation of teachers will be carried out by managers who are qualified teachers.

Employees who have responsibilities outside the classroom should also expect to have their performance of those responsibilities observed and assessed.

In addition to formal observation, the head teacher or other managers with responsibility for teaching standards may "drop in" in order to evaluate the standards of teaching and to check that high standards of professional performance are established and maintained. The length and frequency of "drop in" observations will vary depending on specific circumstances.

Employees will receive constructive feedback on their performance throughout the year and as soon as practicable after an observation has taken place or other evidence has come to light. Feedback will highlight particular areas of strength as well as any areas that need attention.

### 4.0 Formal Assessment

**The performance of each employee covered by the appraisal policy will be formally assessed in respect of each appraisal period.**

**In assessing the performance of the Head Teacher, the Assistant Director or Head of Service must consult the external adviser.**

This assessment is the end point to the annual appraisal process, but performance and development priorities will be reviewed and addressed on a regular basis throughout the year in interim meetings which will take place at least once a term.

**The employee will receive as soon as practicable following the end of each appraisal period, and have the opportunity to comment in writing on a written appraisal report.**

Teachers will receive their written appraisal reports by 31 October (31 December for the head teacher). The appraisal report will include:

- details of the employee's objectives for the appraisal period in question;
- **an assessment of the employee's performance of their role and responsibilities against their objectives and, for teachers, against the relevant teacher standards;**
- **an assessment of the employee's training and development needs and identification of any action that should be taken to address them.** The assessment of performance and of training and development needs will inform the planning process for the following appraisal period.

- **a recommendation on pay where that is relevant.** Pay recommendations will be made by 31 December for head teachers, by 31 October for other teachers back dated to 1 September.

### 5.0 Requirement to improve

Where there are concerns about any aspects of the employee's performance the appraiser will meet with the employee to:

- Provide clear information and evidence about the areas of concern;
- Allow the employee the opportunity to comment and discuss the concerns and establish the likely causes of poor performance and identify any training needs/support needed (e.g. coaching, monitoring, structured observation) ;
- Clarify the required standards and agree any support (e.g. coaching, mentoring, structured observations), that will be provided to help address those specific concerns;
- Outline how and when the appraiser will review progress
- Revise objectives if appropriate
- Explain the implications and process if improvement is not made
- Record the outcomes and pass a copy of the appraisal record to the employee

Any subsequent meetings should also follow this process. The appraiser will record their concerns, the support given and the decision following the review. A copy of this appraisal record will be given to the employee. If required, this will inform any decision on transition to the capability procedure.

### 6.0 Unsatisfactory progress

If the appraiser, is not satisfied with progress, the employee will be notified in writing that the appraisal system will no longer apply and that his/her performance will be managed under the capability procedure.

### 7.0 When this policy will not apply

In serious cases of gross negligence, or in any case involving an employee who has not yet completed their probationary period, dismissal without previous warnings may be appropriate.

This page is intentionally left blank