



## Staff Appraisal and Development Policy

***The legal framework and documents referenced in this policy are:***

*The Education (School Teachers' Appraisal) (England) Regulations 2012*

### **Introduction**

Staff supervision and performance appraisal underpins good performance management practice and staff development at Alamiyah School. They are key mechanisms for explicitly recognising an employee's achievement and to seeing how their contribution supports the aims and objectives of the School as a whole.

The process provides clear direction towards personal and organisational objectives so that each individual is able to achieve their potential and contribute to the School's success. It plays an essential role in identifying training needs, continued professional development and career needs and ensuring that individual contribution is valued and recognised.

In addition, the appraisal meeting enables staff and managers to discuss performance and provides a mechanism to give and receive constructive feedback. It also ensures that pupils are kept safe through maintaining channels of communication with staff to ensure their proper supervision and discussion of any issues related to their day to day care of pupils.

Appraisal should normally have a positive focus on issues such as staff development and staff achievements. However, the School recognises that there will be rare instances of unacceptable or poor performance. Such cases should normally be dealt with separately from the appraisal process through the application of the Performance Monitoring and Capability Policy, and where problems persist the Staff Disciplinary Policy.

### **Probationary staff**

New members of staff who are working under their probation period will receive supervision and/or appraisal in line with this policy.



## **Frequency of Supervision and the Annual Appraisal Meeting**

Each eligible member of staff will receive five supervision meetings and one appraisal meeting on an annual basis.

Supervision will be held each half term. The sixth meeting at the end of the Summer term will be the appraisal meeting.

Staff will meet individually in a one to one meeting with their Line Manager to conduct their appraisal and supervisions.

### **Supervision**

Supervisions are an opportunity for staff to discuss their work, continued professional development including training, arising issues, ideas and anything that might influence their work at the school.

Supervision is also to ensure that appraisal objectives set previously are met, remain appropriate, and/or if necessary, to agree new or revised objectives.

Supervision also allows an opportunity for both parties to raise problems or issues well in advance of the year-end so that there is a chance of resolving them and still achieving the agreed objectives.

In the first instance, if there are staff issues pertaining to a staff member's performance these should normally be dealt with during supervision and as part of the day-to-day management of the member of staff. Formal procedures should be used for more serious cases of poor performance under the Performance Management and Capability Policy, or in any case where an earlier informal discussion has not resulted in a satisfactory improvement.

Although supervisions are informal they are all recorded, dated and signed. A copy is retained in the Staff HR file and a copy is provided to the staff member for their own records.



## Appraisal

All staff will complete **staff appraisal forms** before appraisal meetings. This will allow the appraisee an opportunity to self evaluate their performance. At the appraisal meeting staff will have the opportunity to discuss the points noted on the appraisal form and any other relevant issues.

The Line Manager will conduct the appraisal. Staff will identify their achievements, areas of development and targets on their appraisal form which considers:

- Professional achievements
- Individual and team strengths.
- Areas of immediate or long term development in relation to the job
- Areas of immediate or long term development for the school
- Any difficulties the individual is experiencing in their work
- Targets from the previous appraisal and areas of improvement

Individual objectives should be SMART; Specific, Measurable, Achievable, Realistic and Time-limited. This is to ensure that objectives are fair, reasonable and success in achieving these objectives can be monitored.

During the appraisal process, personal development objectives should normally also be set, and wherever possible, linked to the achievement of organisational objectives.

## Confidentiality

It is the responsibility of the staff member and their Line manager to ensure that confidentiality is maintained within supervision. While discussion within supervision is confidential this is limited by the need to share information within the Line Management structure, when deemed appropriate.

## Review

This policy will be reviewed every 3 years or sooner or if there is any change in statutory guidance or legislation. See 'Policy Review Schedule'.



Adopted in a meeting at Alamiyah School on 14/07/2017

Signed: H Musa (Headteacher) and S Motara (Chair of Trustees)