



PERFORMANCE MANAGEMENT POLICY

2018/19

Date	Review Date	Coordinator	Nominated Governor
January 2018	September 2019	Gianna Colizza	

Performance Management

This policy is a working document that represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Education (School Teachers' Appraisal) (England) Regulations 2012

We believe Performance Management is..... 'a system of annual performance review that involves professional dialogue about aims and achievements between teachers and their appraisers and head teachers and their governing body.'

We believe that the major contributory factor of school effectiveness is high quality teaching that enables all pupils to make maximum progress and to achieve highly taking into account their particular needs. Therefore, we aim to develop the teaching staff by increasing their subject knowledge and expertise, by developing their range of teaching strategies and skills, by supporting each other and sharing effective practice. A comprehensive performance management system underpins this aim.

The appraisal cycle corresponds to the academic year but does not apply to teachers on contracts less than one term, newly qualified teachers and those on capability.

We believe performance management will support the development of all teaching staff including the Headteacher, improve the quality of teaching and learning, make teachers accountable for the learning of pupils and their rate of progress, ensure that teacher objectives are linked with school improvement targets and will develop leadership and management.

We will consider all recommendations by appraisers for those teachers who are eligible for pay progression. Appraisers recommendations will also inform decisions relating to teaching and learning responsibilities.

We are aware that our performance management strategies and procedures will be scrutinised during an inspection in order to assess their robustness for the improvement of teaching throughout the school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To help the school to improve by supporting and improving the work of teachers as individuals.
- To set a framework for teachers and their appraisers to agree and review priorities and objectives in the context of the school development plan.
- To ensure compliance with all relevant legislation connected to this policy.
- To share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body:

- has the responsibility for ensuring that the policy is devised, agreed, reviewed and implemented;
- has the responsibility for ensuring the performance of teachers is undertaken in line with this policy;
- has the responsibility for conducting the performance review cycle of the Headteacher by:
 - appointing a committee of two to three governors to perform the review;
 - appointing an external advisor who will give advice and support;
 - taking advice from an external advisor to support this process;
 - informing the Headteacher of the standards by which their performance will be assessed;
 - meeting with Headteacher and advisor at the beginning of the cycle to set objectives;
 - reviewing the performance of the Headteacher;
 - producing a performance review statement for the Headteacher which is submitted to the Chair of Governors
- will direct the Chair of Governors to investigate any complaints received about reviews undertaken by the Headteacher;
- be responsible for discretionary pay progression decisions;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;

- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to:
 - visit the school regularly;
 - work closely with the Headteacher and the coordinator;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;
 - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all school personnel are aware of this policy and that the policy is implemented;
- ensure that reviews take place for all members of teaching and non teaching staff;
- appoint appraisers for all members of staff;
- act as an appraiser;
- inform individual teachers of the standards against which their performance will be assessed;
- maintain review statements for a fixed period of six years;
- review complaints where the Headteacher is not the appraiser;
- forward documentary evidence if a member of the school personnel changes school half way through the performance cycle;
- forward all pay progression recommendations by appraisers to the governing body;
- plan all training and development recommendations that are highlighted in all review statements;
- produce an annual report to the Governing Body;
- monitor the effectiveness of performance management;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by:
 - monitoring learning and teaching through observing lessons
 - monitoring planning and assessment
 - speaking with pupils, school personnel, parents and governors
- annually report to the Governing Body on the success and development of this policy

Role of the Appraisers

Appraisers may be:

- the Headteacher
- The Deputy headteacher
- class teachers

Appraisers undertake the role in line with the school's policy by ensuring that PM process is carried out correctly by:

- setting objectives
- agreeing performance criteria and using them to assess progress
- highlighting support, training, and development needs for the reviewee
- making a pay recommendation where that is appropriate
- leading the planning and review meeting
- writing the statement

Role of the Appraisee

The appraisee will:

- provide all appropriate documentation and information
- enable reviews and observations to take place
- undertake appropriate training and development

Role of the Teachers

Teachers will:

- take an active role in their performance management;
- act as appraisers, if required, in line with the school policy.

Planning and Review Meeting

Before the meeting with the appraisee the appraiser will collect and share with the appraisee copies of the following:

- Teachers' Professional Standards
- School Teachers' Pay and Conditions Document

- Job description of the appraisee
- School improvement priorities
- An outline of the appraisee's professional career objectives

During the planning meeting the appraiser and the appraisee will discuss:

- identifying areas for development and support needed
- objectives for the appraisee
- performance/success criteria for each objective
- classroom observation arrangements
- any other evidence to be considered
- continuing professional development provision
- professional career objectives
- eligibility for pay progression
- monitoring of progress throughout the cycle
- time scale and dates

During the review meeting the appraiser and the appraisee will discuss:

- progress towards achievement of the objectives
- overall performance compared against the performance/success criteria
- the impact of any continuing professional development provision
- the draft review statement - planning and assessment of performance
- recommendations for pay progression

Appeals

The Headteacher or Chair of Governors deals with all appeals and makes a decision on the validity of the planning and review statement within 10 working days.

Links between Pay and Career Stage

The performance review statement can be used to:

- support threshold applications
- support progression
- inform decisions relating to teaching and learning responsibilities

Confidentiality

All confidential PM documents will be stored securely.

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive support related to this policy on induction which specifically covers:
 - All aspects of this policy
 - Performance Management
 - The role of the appraiser
 - The role of the appraisee
 - Pay
 - Contract of Employment
 - Equality
 - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction

Equality Impact

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the Staff Handbook
- meetings with school personnel
- Headteacher reports to the Governing Body

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Headteacher:		Date:	
Chair of Governing Body:		Date:	