



Appraisal Policy for School Support Staff

Issue No 1

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Purpose

Appraisal for school support staff is good practice at the heart of the school's principle of creating a learning organisation by developing all staff and thereby raising standards.

At Scott Lower School we believe that appraisal is important because

- we value the whole workforce
- we want to contribute to whole school improvement
- it will support personal improvement and aspirations
- it will help us to ensure that roles and responsibilities are up to date and recognised
- we appreciate an opportunity to reflect on performance
- it will enable the team to work effectively together.

Aim

We believe that appraisal is an entitlement for all staff and should be formal, confidential and take into account the school's goals and employees' personal objectives and be an opportunity to discuss other skills that the member of staff has to offer.

Process

The appraisals should take place regularly and in normal working hours and inform staff of the professional development opportunities available and set out a plan for professional development over the next 12 months.

The appraisal will be a rigorous process and taken seriously.

The appraisal period will run from 1st September to the 31st August.

The appraisal will take place annually with regular interim reviews to be agreed by the Appraiser and Appraisee. New staff will be appraised after their induction period.

Essential elements of the process will be

- self appraisal
- review of job description
- review of progress and development since the last appraisal meeting
- setting of objectives for the next cycle
- professional development and training
- a recommendation on pay where this is relevant

Appraisal interviews, formal review statements and objectives will be confidential to the Appraiser, Appraisee and the Head teacher.

Roles and Responsibilities

(a) Appraisers:

Appraisers will undertake their work with integrity and commitment. The expectations of both parties will be respected. Praise will be an element of the Appraisal process.

Appraisers will be delegated by the senior management team, taking into consideration the workload and work/life balance of all staff. They will act on behalf of the Head teacher.

The Appraisers will be suitably supported through mentoring or training as required. Appraisers should be familiar with the work of the appraisee and have experience and expertise which suitably qualifies them for the role.

The Appraiser will ensure that the Appraisee is supported throughout the year, that they are supported in meeting their objectives through formal or informal monitoring, and that any training and development agreed takes place.

Confidentiality will be respected.

b) Appraisees

The Appraisee may ask for the allocated Appraiser to be changed. Consideration will be given by the Head teacher to any such requests.

Appraisees will be committed to the process. They will undertake self evaluation and play an active part in their own appraisal.

Equal Opportunities

All appraisals will take place within the Equal Opportunities policy of the school and in line with any terms and conditions agreed within the member of staff's contract.