



PERFORMANCE MANAGEMENT POLICY

Date:
09/05/2024

Purpose

This policy document was written after consultation with the teaching staff and the Governors. It is a working document which reflects the ethos and practice within the school in relation to performance management.

Aims

This policy sets out the framework for a clear and consistent assessment of the overall performance of all staff and for identifying and supporting their specific continuing professional development (CPD) needs, within the context of the school's mission statement and School Development Plan.

Process

Where staff are eligible for pay progression, the assessment of performance throughout the review-cycle will be the basis on which recommendations are made to the Pay Review Committee. This policy applies to all staff employed by the school with the exception of staff on contracts of less than one term.

The Governing Body is committed to ensuring consistency of treatment and fairness in the operation of performance management and pay reviews. The Head Teacher will be responsible for all performance management, and will conduct the appraisals herself, or delegate the task to an appropriate member of her leadership team.

With regards to the performance management of the Head Teacher, her appraisal will be conducted by two governors appointed by the personnel committee.

Appeal Panel

Should any dispute arise with regards to the operation of the Scott Performance Management Policy, it will be dealt with in accordance with the provisions of the 'SCOTT STAFF SALARY POLICY'. Appendix 13 "APPEALS PROCEDURE FOR PAY RELATED MATTERS", and the "Bedford Borough Council. Grievance Procedure for School Based Staff. (2018)."

Setting targets, reviewing targets and individual 'Development Plans'

a) The Performance Management Review Period (Cycle)

The performance of teachers will be reviewed annually, and it has to be reviewed by 31st October. It runs from September to September for the Head Teacher and annually for support staff.

Where a staff member starts their employment at the school part-way through a review-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 member of staff, with a view to bringing his/her cycle into line with the cycle for other staff as soon as possible.

b) Setting targets (objectives)

The targets (objectives) should be meaningful and reflect the overall development needs and priorities of the school and they should be aimed at improving pupil's education.

They should also comply with the 'SMART' criteria and be 'Specific', 'Measurable', 'Attainable', 'Relevant' and 'Time-bound'. Most important, they must have regard for the schools 'work/life balance' policy.

They shall also take account of professional aspirations and any relevant pay progression criteria.

At the end of the review, the 'appraiser' and 'appraisee' will seek *jointly* to agree a development plan specifying the targets to be achieved during the following cycle.

Where a joint agreement cannot be reached, the reviewer will produce a plan unilaterally. This will not compromise the right of the staff member concerned to make an 'Appeal' which will be processed in accordance with the school's Grievance Procedure.

At the appraisal interview, it will be assumed that those aspects of a staff member's roles/responsibilities specified in their contract of employment, but not specifically identified as part of the 'review' are being performed satisfactorily.

c) Reviewing Progress

At the end of the Review-Cycle, the appraisal will focus specifically on the extent to which the member of staff has met the objectives (targets) set at the last appraisal meeting. Good progress towards achieving a target, even if the performance criteria has not been met fully, could well be assessed favourably.

Although, the review period is usually of a twelve-month duration, occasionally it may be considered appropriate to set objectives that will cover a period over more than one cycle. In such cases, at the end of the first cycle, the appraisal will review the extent that the member of staff has made progress in achieving the targets set, and note the elements of the original targets which are outstanding and which will require achieving in full by the end of the following cycle.

d) Recording Development Plans

The appraiser will provide the staff member concerned with a copy of the draft 'development-plan' within 5 working days. The staff member will be allowed 10 days within which to agree the plan.

Roles and Responsibilities

Staff members should prepare for their annual review by:

- a. Reflecting on their achievements in the last performance management cycle against the performance criteria recorded in their 'development-plan'.
- b. Ensuring they have copies of any relevant documentation and evidence and written feedback on any classroom observations, book look findings and pupil perception interview outcomes.
- c. Identifying any issues that have affected their performance, positively or negatively.
- d. Considering any issues about the planned support they needed or received during the period under review.
- e. Reflecting on the extent to which they have met the agreed performance criteria (targets)

specified in their individual 'development plan'.

- f. Considering what they would like to achieve in the next cycle.
- g. Considering their professional aspirations.

The Head Teacher will:

Report annually to the governing body on performance management matters, including: -

- a. The operation of the school's performance management policy.
- b. The effectiveness of the school's performance management procedures.
- c. Training and development needs.
- d. Act as 'overall' performance appraisal reviewer.
- e. Retain copies of all reviews and 'development plans'.
- f. Establish a protocol for classroom observation for inclusion in the performance management policy.
- g. Evaluate standards of teaching and learning and ensure proper standards of professional practice are established and maintained.
- h. Play an active role in her own performance management by reporting to her appraisers the action she has taken to achieve the targets agreed at her previous appraisal review meeting which are specified in her own 'development plan'.

The Governing Body will:

- a. Establish the school's performance management policy, monitor the operation and outcomes of the performance management arrangements and review the policy and its operation each year.
- b. Appoint two governors to review the Head Teacher's performance on an annual basis.
- c. Use the School Improvement Partner to advise appointed governors during the Head Teacher's appraisal interview.
- d. Ensure that the Head Teacher's 'development plan' takes into account the school's 'Work/Life Balance Policy'.
- e. Make decisions about pay and career progression based on pay recommendations made by appraisers.
- f. Undertake action in relation to appeals in line with the school grievance procedure.

Performance Management of Head Teacher

- a. The Governing Body will be responsible for the Head Teacher's annual appraisal interview and will appoint 2 governors to conduct the interview.
- b. Where the Head Teacher is of the opinion that any of the governors appointed by the governing body is unsuitable for professional reasons, she may submit a written request to the governing body for that governor to be replaced, stating the reasons why.

- c. The governors carrying out the Head Teacher's appraisal, will take into account the advice and support of the local authority's School Improvement Partner in discharging their responsibilities with regards to the management and review of the Head Teacher's performance.
 - d. In formulating recommendations as to any 'pay progression' deemed appropriate, the 'Head Teacher Appraisal Panel' should consider the extent to which the head teacher has demonstrated high quality performance against agreed standards and has achieved planned objectives before making any proposals regarding a 'pay award'.
 - e. The panel may seek the advice of the external advisor and take this into account.
- Determining any recommendations regarding pay is a matter for the governors on the panel

Support for Staff

- a. Confidentiality.
- b. Members of staff will be given access to appropriate and relevant Documentation (e.g. Copies of the School Development Plan.)
- c. Staff will be informed of their 'right of appeal' against any elements of the performance management procedure as it relates to them, including any aspect of their 'development plan'. (See 'SCOTT STAFF SALARY POLICY'. Appendix 13 "APPEALS PROCEDURE FOR PAY RELATED MATTERS", and Bedford Borough Council. *Grievance Procedure for School Based Staff*. (2018)
- d. The whole performance management process and the statements generated under it will be treated with strict confidentiality at all times.
- e. Training and Support.
- f. The Head Teacher will ensure, as far as possible that appropriate resources are made available in the school budget for any training and support agreed during a member of staff's appraisal interview.

Equal Opportunities

Scott Primary School is committed to working towards equality of opportunity for all children regardless of age, ability, gender, race and social circumstances. All pupils are of equal value and have the same right to take part in the varied activities and opportunities wherever possible. All opportunities for learning should be offered in a way which allows all children access and the ability to progress at their stage of understanding.

Sources and Authorities – Including current updates

- a. 'Staffing and employment Advice for Schools – Departmental advice for school leaders, governing bodies, academy trusts and local authorities'. (February 2017. DfE).
- b. 'The School Inspection handbook (DfE. September 2019)
- c. 'Bedford Borough's Model School Teacher Appraisal Policy'
- d. 'The Education (School Teachers' Appraisal) (England) Regulations (2012)'
- e. 'SCOTT STAFF SALARY POLICY'. Appendix 13 "APPEALS PROCEDURE FOR PAY RELATED MATTERS".
- f. Bedford Borough Council. *Grievance Procedure for School Based Staff*. (2018)