



PERFORMANCE MANAGEMENT POLICY

2010-2011

Lead Person : Headmaster
Governing Body Committee : Staff & Pay

INTRODUCTION

The Crypt School Performance Management Policy is based on that prepared by the Rewards and Incentives Group (RIG) which has been recommended for schools to use.

The Performance Management regulations come into force on 1 September 2007 with the first performance management planning statement under the revised arrangements needing to be completed by 31 October 2007 for teachers and 31 December 2007 for headmasters. The revised regulations apply for pay progression purposes from 1 September 2008. Schools should ensure that all teachers are briefed on the performance management arrangements.

This performance management policy applies only to teachers and headmasters. There are no national performance management regulations which apply to support staff and there is no national agreement on performance management with support staff unions. A separate Performance Management Policy for support staff was developed and agreed for use during the 2008-2009 academic year by staff at The Crypt School.

The Performance Management Policy does not duplicate everything that is covered by the regulations and guidance, rather it sets out what are considered to be the key points for The Crypt School. For this reason this Policy should be read in conjunction with the regulations and the guidance.

Copies of the regulations and the RIG guidance are readily available for reference to all teachers. Copies can be downloaded from

<http://www.teachernet.gov.uk/management/payandperformance/performancemanagement>

APPLICATION OF THE POLICY

This Policy applies to the headmaster and to all teachers employed by the school except teachers on contracts of less than one term, those undergoing induction (*ie* NQTs) and those who are the subject of capability procedures.

PURPOSE

This Policy sets out the framework for a clear and consistent assessment of the overall performance of teachers and the headmaster and for supporting their development needs within the context of the School's Improvement Plan and their own professional needs. Where teachers are eligible for pay progression, the assessment of performance throughout the cycle against the performance criteria specified in the statement will be the basis on which the recommendation is made by the reviewer.

This Policy should be read in conjunction with the School's Pay Policy which provides details of the arrangements relating to teacher's pay in accordance with the School Teachers' Pay and Conditions Document.

LINKS TO SCHOOL IMPROVEMENT, SCHOOL SELF EVALUATION AND SCHOOL DEVELOPMENT PLANNING

To comply with the requirement to show how the arrangements for performance management link with those for school improvement, school self-evaluation and school development planning and to minimise workload and bureaucracy, the performance management process will be the main source of information as appropriate for school self-evaluation and the wider school improvement process.

Similarly, the School Improvement Plan and the School's Self Evaluation Form are key documents for the performance management process.

All reviewers are expected to explore the alignment of reviewees' objectives with the school's priorities and plans. The objectives should also reflect reviewees' professional aspirations.

CONSISTENCY OF TREATMENT AND FAIRNESS

The Governing Body is committed to ensuring consistency of treatment and fairness in the operation of performance management.

To ensure this the following provisions are made in relation to moderation, quality assurance and objective setting.

Quality assurance

The Headmaster has determined that he will delegate the reviewer role for teachers for whom he is not the Principal Line Manager. The Headmaster will moderate all the planning statements to check that the plans recorded in the statements of the teachers at the school comply with the school's Performance Management Policy, the regulations and the requirements of equality

legislation.

The Governing Body will review the quality assurance processes when the Performance Policy is reviewed.

OBJECTIVE SETTING

The objectives set will be rigorous, challenging, achievable, time-bound, fair and measurable in relation to teachers with similar roles/responsibilities and experience, and will have regard to what can reasonably be expected of any teacher in that position given the desirability of the reviewee being able to achieve a satisfactory balance between the time required to discharge his professional duties and the time required to pursue his personal interests outside work, consistent with the school's strategy for bringing downward pressure on working hours. They shall also take account of the teacher's professional aspirations, the framework of professional standards for teachers and any relevant pay progression criteria. They should be such that their achievement will contribute to improving the progress of pupils at the school.

The reviewer and reviewee will seek to agree the objectives but where a joint determination cannot be made the reviewer will make the determination.

At The Crypt School teachers, including the Headmaster, will not necessarily all have the same number of objectives although the expectation is for teachers to have 3 objectives and middle managers and senior leaders to have 4 objectives. The reviewer and reviewee may mutually agree more objectives. Targets will be tailored to the individual. One target will be a value added pupil performance target for an examination class wherever possible. A second target will be linked to a school improvement plan priority. A third target will focus upon professional development and INSET / coaching that will support its achievement. For middle leaders and senior leaders the fourth target will focus upon a further school or departmental improvement plan priority. If the end of year review gives rise to concerns regarding pupil progress an additional value added target will be set, and appropriate support, coaching and INSET identified.

Though performance management is an assessment of overall performance of teachers and the headmaster, objectives cannot cover the full range of a teacher's roles/responsibilities. Objectives will, therefore, focus on the priorities for an individual for the cycle. At the review stage it will be assumed that those aspects of a teacher's roles/responsibilities not covered by the objectives or any amendment to the statement which may have been necessary in accordance with the provisions of the regulations have been carried out satisfactorily.

Reviewing Progress

Progress should be reviewed during the course of the cycle, by the reviewer and reviewee maintaining a professional dialogue. A record should be kept of a mid year review meeting, and other occasions when it is necessary to hold a meeting to review the targets that have been agreed. Changes to: objectives; arrangements for classroom observation; evidence; performance

criteria; and support may be made. The reviewer and reviewee should sign the document to agree that the changes are an accurate reflection of what was agreed or determined by the reviewer.

At the end of the cycle assessment of performance against an objective will be on the basis of the performance criteria set at the beginning of the cycle, subject to any recorded changes made during the course of the year. Good progress towards the achievement of a challenging objective, even if the performance criteria have not been met in full, will be assessed favourably. Because value added information often only becomes available towards the end of the cycle, it may be discussed in the review and considered as part of the “overall” judgement of performance.

The performance management cycle is annual, but on occasions it may be appropriate to set objectives that will cover a period over more than one cycle. In such cases, the basis on which the progress being made towards meeting the performance criteria for the objective will be assessed at the end of the first cycle and will be recorded in the planning and review statement at the beginning of the cycle.

APPEALS

At specified points in the performance management process teachers and the headmaster have a right of appeal against any of the entries in their planning and review statements. Where a reviewee wishes to appeal on the basis of more than one entry this would constitute one appeal hearing.

Details of the appeals process are covered in the school’s pay policy.

CONFIDENTIALITY

The whole performance management process and the statements generated under it, in particular, will be treated with strict confidentiality at all times. Only the reviewee's line manager or, where s/he has more than one, each of her/his line managers will be provided with access to the reviewee's plan recorded in her/his statement, where this is necessary to enable the line manager to discharge her/his line management responsibilities. Reviewees will be told who has requested and has been granted access.

TRAINING AND SUPPORT

The school’s CPD programme will be informed by the training and development needs identified in the training annex of the reviewees’ planning and review statements.

The Governing Body will ensure in the budget planning that, as far as possible, appropriate resources are made available in the school budget for any training and support agreed for reviewees.

An account of the training and development needs of teachers in general, including the instances

where it did not prove possible to provide any agreed CPD, will form a part of the headmaster's annual report to the Governing Body about the operation of the performance management in the school.

With regard to the provision of CPD in the case of competing demands on the school budget, a decision on relative priority will be taken with regard to the extent to which: (a) the CPD identified is essential for a reviewee to meet their objectives; and (b) the extent to which the training and support will help the school to achieve its priorities. The school's priorities will have precedence. Teachers should not be held accountable for failing to make good progress towards meeting their performance criteria where the support recorded in the planning statement has not been provided.

APPOINTMENT OF REVIEWERS FOR THE HEADMASTER

Appointment of Governors

At The Crypt School the Chairman of Governors is the reviewer for the Headmaster and he discharges this responsibility through the Pay Committee, to include no less than the Chair and 2 Governors.

Where the Headmaster is of the opinion that any of the Governors appointed by the Governing Body is unsuitable for professional reasons, he may submit a written request to the Chairman for that governor to be replaced, stating those reasons. The Chairman's decision will be final.

Appointment of School Improvement Partner

The Governors have appointed a School Improvement Partner for the school, who will provide the Governing Body with advice and support in relation to the management and review of the performance of the headmaster.

APPOINTMENT OF REVIEWERS FOR TEACHERS

In the case where the headmaster is not the teacher's line manager, the headmaster may delegate the duties imposed upon the reviewer, in their entirety, to the teacher's principal line manager. In The Crypt school the headmaster has decided that: The headmaster will be the reviewer for those teachers he directly line manages and he will delegate the role of reviewer, in its entirety, to the relevant principal line managers for some or all other teachers.

Principle Line managers will be the reviewers for all those teachers they line manage.

Where a teacher is of the opinion that the person to whom the headmaster has delegated the reviewer's duties is unsuitable for professional reasons, s/he may submit a written request to the headmaster for that reviewer to be replaced, stating those reasons. The Headmaster's decision will be final.

Where it becomes apparent that the reviewer will be absent for the majority of the cycle or is unsuitable for professional reasons the headmaster may perform the duties himself or delegate them in their entirety to another teacher. Where this teacher is not the reviewee's principal line

manager the teacher will have an equivalent or higher status in the staffing structure as the teacher's principal line manager.

A performance management cycle will not begin again in the event of the reviewer being changed.

All principal line managers to whom the headmaster has delegated the role of reviewer will receive appropriate preparation for that role.

THE PERFORMANCE MANAGEMENT CYCLE

The performance of teachers must be reviewed on an annual basis. Performance planning and reviews must be completed for all teachers by 31 October and for the Headmaster by 31 December.

The performance management cycle at The Crypt School , therefore, will run from 1st September to 31st August for teachers, and for the Headmaster.

Teachers who are employed on a fixed term contract of less than one year, will have their performance managed in accordance with the principles underpinning the provisions of this Policy. The length of the cycle will be determined by the duration of their contract.

Where a teacher starts their employment at the school part-way through a cycle, the headmaster or, in the case where the teacher is the headmaster, the Governing Body shall determine the length of the first cycle for that teacher, with a view to bringing his cycle into line with the cycle for other teachers at the school as soon as possible.

Where a teacher transfers to a new post within the school part-way through a cycle, the headmaster or, in the case where the teacher is the headmaster, the governing body shall determine whether the cycle shall begin again and whether to change the reviewer.

RETENTION OF STATEMENTS

Performance management planning and review statements will be retained for a minimum period of 6 years.

MONITORING AND EVALUATION

The Governing Body will monitor the operation and outcomes of performance management arrangements.

The headmaster will provide the Governing Body with a written report on the operation of the school's Performance Management Policy annually. The report will not contain any information which would enable any individual to be identified. The report will include:

- the operation of the Performance Management Policy;
- the effectiveness of the school's performance management procedures;
- teachers' training and development needs.

The Governing Body is committed to ensuring that the performance management process is fair and non-discriminatory and the following monitoring data should be included in the headmaster's report because they represent the possible grounds for unlawful discrimination:

- Race
- Sex
- Sexual orientation
- Disability
- Religion and belief
- Age
- Part-time contracts
- Trade union membership.

The headmaster will also report on whether there have been any appeals or representations on an individual or collective basis on the grounds of alleged discrimination under any of the categories above.

REVIEW OF THE POLICY

The Governing Body will review the Performance Management Policy every school year at its through the Staff & Pay Committee in its October meeting.

The Governing Body will take account of the headmaster's report in its review of the Performance Management Policy. The policy will be revised as required to introduce any changes in regulation and statutory guidance to ensure that it is always up to date.

The Governing Body will seek to agree any revisions to the Policy with the recognised trade unions having regard to the results of the consultation with all teachers.

To ensure teachers are fully conversant with the performance management arrangements, all new teachers who join the school will be briefed on them as part of their introduction to the school.

ACCESS TO DOCUMENTATION

Copies of the School Improvement Plan are published on the school's intranet and/or can be obtained from the school office.

CLASSROOM OBSERVATION PROTOCOL

All classroom observation will be undertaken in accordance with the performance management regulations, the associated guidance published by the Rewards and Incentives Group and the Classroom Observation Protocol that is appended to this policy in Annex 1.

ANNEX 1 - CLASSROOM OBSERVATION PROTOCOL

The Governing Body is committed to ensuring that classroom observation is developmental and supportive and that those involved in the process will:

- carry out the role with professionalism, integrity and courtesy;
- evaluate objectively;
- report accurately and fairly; and
- respect the confidentiality of the information gained.

The total period for classroom observation arranged for any teacher will not exceed three hours per cycle having regard to the individual circumstances of the teacher. There is no requirement to use all of the three hours. The amount of observation for each teacher should reflect and be proportionate to the needs of the individual.

In this school 'proportionate to need' will be determined by: the principle line manager

The arrangements for classroom observation will be included in the plan in the planning and review statement and will include the anticipated amount of observation, specify its primary purpose, any particular aspects of the teacher's performance which will be assessed, the anticipated duration of the observation, when during the performance management cycle the observation will take place and who will conduct the observation.

Where evidence emerges about the reviewee's teaching performance which gives rise to concern during the cycle classroom observations may be arranged in addition to those recorded at the beginning of the cycle subject to a revision meeting being held in accordance with the Regulations.

Information gathered during the observation will be used, as appropriate, for a variety of purposes including to inform school self-evaluation and school improvement strategies in accordance with the school's commitment to streamlining data collection and minimising bureaucracy and workload burdens on staff.

In keeping with the commitment to supportive and developmental classroom observation those being observed will be notified in advance.

Classroom observations will only be undertaken by persons with QTS. In addition, at the Crypt School classroom observation will only undertaken by those who have had adequate preparation and the appropriate professional skills to undertake observation and to provide constructive oral and written feedback and support, in the context of professional dialogue between colleagues.

Oral feedback will be given as soon as possible after the observation and no later than the end of the following working day. It will be given during directed time in a suitable, private environment.

Written feedback will be provided within five working days of the observation taking place. If issues emerged from an observation that were not part of the focus of the observation as recorded in the planning and review statement these should also be covered in the written feedback and the appropriate action taken in accordance with the regulations and guidance.

The written record of feedback must also include the date on which the observation took place, the lesson observed and the length of the observation. The teacher has the right to append written comments on the feedback document. No written notes in addition to the written

feedback will be kept.

The Headmaster has a duty to evaluate the standards of teaching and learning and to ensure that proper standards of professional performance are established and maintained. Heads have a right to drop in to inform their monitoring of the quality of learning.

Clearly the performance management arrangements are integral to fulfilling this duty and the Headmaster may consider the classroom observations they have agreed for performance management are sufficient and that drop in will not be needed.

At The Crypt School drop ins will only be undertaken by the Headmaster.

Drop ins will only inform the performance management process where evidence arises which merits the revision of the performance management planning statement, in accordance with the provisions of the regulations.

Policy Adopted: October 2007.

Reviewed: October 2008, 2009, 2010

Approved : April 2011