APPRAISAL (Professional Support Staff) POLICY
2023-24

Lead Person: **Headteacher**
Governing Body Committee: **Resources Staff & Pay**

1. APPLICATION OF THE POLICY

1.1 The policy applies to all support staff employed by the School except those who are on fixed term contracts of less than 3 months or those who are the subject of capability procedures.

2. PURPOSE

2.1 This policy sets out the framework for a clear and consistent assessment of the overall performance of support staff and for supporting their development needs within the context of the school's improvement plan and their own professional needs.

3. LINKS TO SCHOOL IMPROVEMENT PLANNING

3.1 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.

4. CONSISTENCY OF TREATMENT AND FAIRNESS

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

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

5. Quality assurance

5.1 The Headteacher has determined that he will delegate the reviewer role for some or all support staff for whom he is not the line manager.

5.2 In these circumstances the Headteacher, the Senior Deputy Head, the Finance Director or the Operations Manager where the Headteacher has delegated the reviewer's duties to another colleague, may review the contents of the planned objectives for any member of support staff.

5.3 The Headteacher, the Senior Deputy Head, the Finance Director or the Operations Manager will moderate all the objectives set to check that they:

- Are consistent between those who have similar experience and similar levels of responsibility;
- Comply with the school's Appraisal policy, the regulations and the requirements of equality legislation.

6. Objective setting

6.1 The objectives set will be rigorous, challenging, achievable, time-bound, fair and equitable in relation to support staff with similar roles/responsibilities and experience. They will have regard to what can reasonably be expected of any member of staff in that role, given the desirability of achieving a satisfactory balance between the time required to discharge professional duties and the time required to pursue interests outside of work, consistent with the school's strategy for bringing downward pressure on working hours. They shall also take account of the member of staff's professional aspirations and should be such that their achievement will contribute to improving the progress of pupils at the school.

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

6.3 Support staff will have 3 - 5 objectives per cycle. Though Appraisal is an assessment of overall performance of support staff, objectives cannot cover the full range of a member of staff'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 member of staff's roles/responsibilities not covered by the objectives have been carried out satisfactorily.

7. REVIEWING PROGRESS

7.1 Progress should be reviewed during the course of the cycle, by the reviewer and reviewee maintaining a professional dialogue. A record must be kept of the mid-year review meeting, and other occasions when it is necessary to hold a meeting to review the targets that have been agreed.

7.2 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.

7.3 The Appraisal cycle is annual, but on occasions it may be appropriate to set objectives 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 objectives at the beginning of the next cycle.

8. APPEALS

8.1 At specified points in the Appraisal process support staff have a right of appeal against any of the entries in their review. Where a reviewee wishes to appeal on the basis of more than one entry, this would constitute one appeal hearing.

9. CONFIDENTIALITY

9.1 The whole Appraisal 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, the Headteacher, the Senior Deputy Head, the Finance Director or the Operations Manager (where they have overall responsibility for the department) and the HR administrator will be provided with access to the reviewee's appraisal.

10. TRAINING AND SUPPORT

10.1 The school's CPD programme will be informed by the training and development needs identified in the reviewees' appraisal objectives.

10.2 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.

10.3 An account of the training and development needs of support staff, in general, including the instances where it did not prove possible to provide any agreed CPD, will form a part of the head teacher's annual report to the governing body about the operation of the Appraisal in the school.

10.4 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. Support staff should not be held accountable for failing to make good progress towards meeting their performance criteria where the training identified at their objective setting has not been provided.

11. APPOINTMENT OF REVIEWERS FOR SUPPORT STAFF

11.1 In the case where the Headteacher is not the member of support staff's line manager, the head may delegate the duties imposed upon the reviewer in their entirety, to the member of staff's line manager. The Headteacher will be the reviewer for those support staff s/he directly line manages.

11.2 In this school, the maximum number of support staff reviews that any line manager will be expected to undertake per cycle is 6.

11.3 Where a member of support staff has more than one line manager the Headteacher/Finance Director will determine which line manager will be best placed to manage and review the member of staff's performance.

11.4 Where a member of support staff is of the opinion that the person to whom the Headteacher/Finance Director has delegated the reviewer's duties is unsuitable for professional reasons, s/he may submit a written request to the Headteacher for that reviewer to be replaced, stating those reasons.

11.5 Where it becomes apparent that the reviewer will be absent for the majority of the cycle or is unsuitable for professional reasons the Headteacher/Finance Director may perform the duties himself/herself or delegate them in their entirety to another colleague. Where this colleague is not the reviewee's line manager the colleague will have an equivalent or higher status in the staffing structure as the member of support staff's line manager.

11.6 An Appraisal cycle will not begin again in the event of the reviewer being changed.

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

12. THE APPRAISAL CYCLE

12.1 The performance for support staff will be reviewed on an annual basis. Appraisals should be completed for all support staff by mid-October, with a mid-term review in February/March.

12.2 The Appraisal cycle in this school, therefore, will run from 1st September to 31st August for support staff.

12.3 Professional Support staff, 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.

12.4 Where a member of support staff starts her/his employment part-way through a cycle, the Headteacher/ Finance Director, shall determine the length of the first cycle for that member of staff, with a view to bringing the cycle into line with the cycle for other members of staff at the school as soon as possible.

13. RETENTION OF STATEMENTS

13.1 The General Data Protection Regulation applies the principle that personal data should be kept for no longer than is necessary for the purpose for which the data are processed. Appraisal

planning and review statements will be retained for a minimum period of 6 years in accordance with the School's Records Retention Schedule.

14. MONITORING AND EVALUATION

14.1 The Governing Body will monitor the operation and outcomes of Appraisal arrangements.

The Headteacher will provide the governing body with a written report on the operation of the school's Appraisal 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 Appraisal policy;
- The effectiveness of the school's Appraisal procedures;
- Support staff training and development needs

14.2 The Governing Body is committed to ensuring that the appraisal process is fair and non-discriminatory and the following monitoring data should be included in the Headteacher'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.

14.3 The Headteacher 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.

15. REVIEW OF THE POLICY

15.1 The Governing Body will review the Appraisal policy every school year.

15.2 The Governing Body will take account of the Headteacher's report in its review of the Appraisal policy.

15.3 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.

15.4 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 support staff.

15.5 To ensure support staff are fully conversant with the Appraisal arrangements, all new support staff who join the school will be briefed on them as part of the school's induction process.

16. ACCESS TO DOCUMENTATION

16.1 Copies of the school improvement plan are published on the school's intranet or can be obtained from the school office.

17. CLASSROOM OBSERVATION PROTOCOL

17.1 All classroom observation will be undertaken in accordance with the Appraisal 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.

17.2 Classroom observation is only relevant in relation to

- Cover Supervisors
- Learning Support Assistants

18. ONE OFF EXCEPTION PAYMENT FOR EXCEPTIONAL PERFORMANCE OR CONTRIBUTION TO THE SCHOOL

18.1 Details of this are contained in the Pay Policy for 2023-24.

Chair of Governors

Reviewed: July 2023
Approved by Full Board of Trustees: July 2023
Review cycle: 1 year
Next review: February 2024