

# Greenslade Primary School

## Appraisal Procedures For Teachers

Autumn Term 2017

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## Introduction

Revised appraisal arrangements came into force with effect from 1<sup>st</sup> September 2012. They are set out in the Education (School Teachers' Appraisal) (England) Regulations 2012 (the Appraisal Regulations) which replace the Education (School Teacher Performance Management) (England) Regulations 2006 (the 2006 Regulations).

The Appraisal Regulations set out the principles that apply to teachers in all maintained schools and unattached teachers employed by a local authority in each case where they are employed for a term or more. They retain the key elements of the 2006 Regulations but allow schools more freedom to design arrangements to suit their own individual circumstances. They provide the minimum national framework within which schools should operate and say little on which the 2006 regulations made detailed provision. Schools are able to include details that are no longer covered by the Appraisal Regulations.

Schools must stay within the legal framework set out in the Appraisal Regulations and in other relevant legislation that affects all employers (for example legislation on Equality, Employment Protection and Data Protection).

Schools and local authorities must have an Appraisal Policy for teachers and a policy, covering all staff, which deals with lack of capability. This Appraisal Policy applies only to teachers, including the Headteacher. Greenslade have opted to follow the Local Authority due to the protection this gives the staff and Governing Body in terms of the legality of the procedures we follow. This policy has been adapted appropriately to reflect our local practice whilst staying within the requirements of the model policy.

The Governing Body of Greenslade Primary School adopted this policy in the Autumn Term 2014. It was reviewed during the Autumn Term of 2016.

## Purpose

This policy sets out the framework for a clear and consistent assessment of the overall performance of teachers, including the Headteacher, and for supporting their development within the context of the school's plan for improving the educational provision and performance, and the standards expected for teachers. It also sets out the arrangements that will apply when teachers fall below the levels of competence that are expected of them.

## Application of the policy

This policy applies to the Headteacher and to all teachers employed by the school or local authority, except those on contracts of less than one term, those undergoing induction (ie NQTs) and those who are subject to Formal Capability Procedure.

## Appraisal

Appraisal in our school will be a supportive and developmental process designed to ensure that all teachers have the skills and support they need to carry out their role effectively. It will help to ensure that teachers are able to continue to improve their professional practice and develop as teachers.

## The Appraisal Period

The appraisal period will run for twelve months from October to October to ensure that Team Leaders are able to make full use of any analysis of data from the previous summer term. 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 this policy. The length of the period will be determined by the duration of their contract.

## Appointing Appraisers

The Headteacher will be appraised by the Governing Body, supported by an experienced external advisor who has been appointed by the Governing Body for that purpose. At Greenslade the task of appraising the Headteacher, including the setting of objectives, will be delegated to a subgroup of three members of the Governing Body. The Headteacher will decide who will appraise other teachers.

## Setting Objectives

The Headteacher's objectives will be set by the Governing Body after consultation with the external adviser.

Objectives for each teacher will be set before or as soon as practicable after the start of each appraisal period. The objectives for each teacher will be Specific, Measurable, Achievable, Realistic and Time related and will be appropriate to the teacher's role and level of experience. The appraiser and teacher will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change.

The objectives set for each teacher will, if achieved, contribute to the school's plans for improving educational provision and improving the education of pupils at that school. This will be ensured by quality assuring the objectives against the School Development Plan.

Before, or as soon as practicable after, the start of each appraisal period, each teacher will be informed of the standards against which that teacher's performance in that appraisal period will be assessed. All teachers should be assessed against the set of standards contained in the document "Teachers' Standards". The Headteacher or Governing Body will need consider whether certain teachers should also be assessed against other sets of standards published by the Secretary of State that are relevant to them. In the past this has included Advanced Skills Teachers.

## Reviewing Performance

### Observation

We believe at Greenslade that observation of classroom practice and other responsibilities is important both as a way of assessing teacher's performance in order to identify any particular strengths and areas for development they may have and of gaining useful information which can inform school improvement more generally. We aim to carry out all observation in a supportive fashion. Please see our Classroom Observation Policy.

At Greenslade teachers' performance will be regularly observed but the amount and type of observation will depend on the individual circumstances of the teacher and the overall needs of the school. Classroom observation will be carried out by those with QTS. In addition to formal observation, the Headteacher or other leaders with responsibility for teaching standards may "drop in" in order to evaluate the standards of teaching and to check that high standards of professional performance are established and maintained. The length and frequency of "drop in" observations will vary depending on specific circumstances.

Teachers (including the Headteacher) who have responsibilities outside the classroom should also expect to have their performance of those responsibilities observed and assessed.

Senior Leaders will also use evidence gathered during monitoring of performance such as during scrutiny of children's work or "book looks". Celebration of success as well as targets for improvement are discussed and recorded. Outcomes from Pupil Progress Meetings and monitoring of planning are both important aspects of appraisal and performance management.

## Development and Support

Appraisal is a supportive process which will be used to inform continuing professional development. At Greenslade we wish to encourage a culture in which all teachers take responsibility for improving their performance through appropriate professional development. Professional development will be linked to school improvement priorities and to the ongoing professional development needs and priorities of individual teachers.

## Feedback

Teachers will receive constructive feedback on their performance throughout the year and as soon as practicable after an observation has taken place or other evidence has come to light. Feedback will highlight particular areas of strength as well as areas that need attention. Where there are concerns about any aspects of the teacher's performance the appraiser will meet the teacher formally to:

- Give clear feedback to the teacher about the nature and seriousness of the concerns;
- Give the teacher the opportunity to comment and discuss the concerns;
- Agree any support that will be provided to address those specific concerns;
- Make clear how and when the appraiser will review progress;
- Explain the implications and process if insufficient improvement is made.

When progress is reviewed, if the appraiser is satisfied that the teacher has made, or is making, sufficient improvement, the appraisal process will continue as normal, with any remaining issues continuing to be addressed through that process.

## Transition to capability

If the appraiser is not satisfied with progress, the teacher will be notified in writing that the appraisal system will no longer apply and that their performance will be managed under Capability Procedure. The teacher will be invited to a Formal Capability Meeting. The Capability Procedures will be conducted in accordance with our Capability Procedures which follow the recommended Local Authority procedures.

## Annual Assessment

Each teacher's performance will be formally assessed in respect of each appraisal period. In assessing performance of the Headteacher, the Governing Body must consult the external adviser. The assessment is the end point to the annual appraisal process, but performance and development priorities will be reviewed and addressed on a regular basis throughout the year in interim, termly meetings.

The teacher will receive as soon as practicable following the end of the appraisal a written appraisal report and have the opportunity to comment in writing. At Greenslade we aim for teachers to receive their written appraisal report by 31<sup>st</sup> October and the Headteacher will receive the report by 31<sup>st</sup> December.

The appraisal report will include:

- Details of the teacher's objectives for the appraisal period in question;
- An assessment of the teacher's performance of their role and responsibilities against their objectives and the relevant standards;
- An assessment of the teacher's training and development needs and identification of any action that should be taken to meet the objectives set;
- A recommendation on pay where this is relevant.

The assessment of performance and of training and development needs will inform the planning process for the following appraisal period.