



SUPPORT STAFF APPRAISAL POLICY

Policy Agreed:	May 2023
Next Review:	May 2024

Overview

An appraisal is a constructive process that encourages positive feedback about performance and gives a mechanism for the agreement of objectives, development needs and career plans for all staff.

They enable everyone to have clear objectives for the year ahead and the right skills and competencies to do their job. Employees should know how they are doing in their jobs and understand how their work makes a difference to the school and the wider community.

The appraisal is a two-way process that means both appraisee and manager contribute. It is about:

- Receiving feedback on how well people did in their job last year
- Making the link between the individual's job and raising standards
- Identifying the skills and knowledge people need to do their job
- Giving clear objectives for the coming year so that each individual knows what their manager expects of them
- Identifying the training and learning people need to do their job
- Talking about what the next job might be

The Appraisal is for all support staff, including temporary staff employed for more than one term, employed in schools, but does not apply to casual staff. Targets for temporary staff must be reasonable and proportionate to their employment.

Reason for Appraisals

- So that the work done by staff for the school can be valued and appreciated within the boundaries of professional dialogue/conversation
- So that staff have the opportunity to reflect on their current role and responsibilities (with reference to their job description)
- So that staff have the opportunity to consider their future career plan and personal continuing professional development needs
- So that the school can find out what continuing professional development staff need to do their job well. This will support performance and raise standards
- So that staff can have a say about what the school does and how it does it
- So that the school can identify good practice to share within the school, the Federation or with local Learning Communities

- So that the school can keep pace with the changes coming from Central Government and the demands of local communities

Confidentiality

The conversation in the appraisal interview is private but the outcome of the appraisal is the completed appraisal form. The appraisal form will be seen by the appraisee and the appraiser, who will each sign the form. It will also be filed in their personnel file.

Some information from the form may be used to help create team or school learning/development plans. Confidential information should not be recorded on the form. Managers can make their own notes on confidential matters, and these should not be shared without the permission of the appraisee, neither should they contain any information the appraisee is unaware of. At the close of the meeting the appraisee and the appraiser should be clear what, if any, information is deemed to be confidential.

Process

Wherever possible the role of Appraiser should be the Appraisee's line manager. However, in consideration of the workload on individuals, the school may delegate to an appropriate person.

Appraisals take place on an annual basis, usually in the Spring Term. The employee can also discuss progress towards objectives during the year with their manager throughout the year.

The Appraisal Form is attached as Appendix A.

It is important to give preparation time to both the appraisee and the manager. The employee will be sent a blank copy of the Appraisal Form prior to the meeting as an aide memoir. They can also have a copy of their prior year appraisal if requested.

A private room will be used, and the time allotted to the appraisal will be agreed between the manager and the appraisee and may differ depending on the complexity of the job and the individual's circumstances. As a guide, 30 minutes to one hour should be set aside.

Objectives

Objectives may come from a number of places:

- School / department / team / Trust plans

- National and local competency standards and job profiles
- As an outcome of reviewing last year's performance

There should be no more than 3 objectives, and, in some cases, there may be none if this is agreed between both parties as not relevant to the role being discussed.

Objectives should be expressed in a way that staff can understand and relate to. They should enable individuals to know what they are expected to achieve and how their objectives relate to overall performance. Objectives should be such that, if they are achieved, they will contribute to improving the progress of pupils at the school.

All objectives need to be **SMART**:

Specific – precise and unambiguous so that both of you know what is being aimed for.

Measurable – measures are the way to tell if something has been achieved (or not). Describe what success will look like in ways that can be measured.

Achievable - can this objective be achieved? Are there any barriers that may impact on the employee's ability to achieve the objective?

Relevant – does the personal objective fit with the objectives of the school/team? The objective must be within the remit of the individual's job.

Timed – give a date by when the objective should be achieved or reviewed.

Next Steps

The manager will complete the Appraisal Form, following the meeting, and email a copy to the employee as a draft for discussion. Once complete, a copy needs to be signed by the employee and manager and filed in their personnel file. If an employee still does not agree with the contents, then this should be taken to the Head or Chair of Trustees. Every effort will be made to resolve disputes amicably.

Appendix A

Kingsteignton School Support Staff Appraisal

Name:

Role:

Review of Job Description. Is still appropriate? If not, why not? How might this be addressed?
Do you feel that the appropriate resources are available for the job?
Do you feel you are able to organise your job e.g. time management and communication with others?
What extra contributions have you made through your work to school life?
What appreciative and critical comments have you received from others?

What aspects of your job satisfy you the **most** and what the **least**? List your successes and those things that you are still concerned about:

Most:

Least:

What areas of your present work would you like to improve upon? Are there other areas you would like to extend your work into, that you cannot be involved in at present? Are there any new skills or competencies you would like to develop? Any training requests?

Status of Prior Year Objectives, if applicable

This Year's Objectives (up to 3)

Line Manager Comment:

Staff Signature: _____

Date:

Manager Signature: _____

Date: