Three Counties Academy Trust

Appraisal Policy and Procedure

(Teaching Staff)

#HR9

Last amended 2nd October 2026 (v1.0)

Policy lifespan: As determined by Hoople HR. Subject to annual compliance check. Next full review 31st August 2027.

Statement of intent

At Three Counties Academy Trust (TCAT), we want to invest in our staff and provide them with a secure and long-lasting relationship as employees of TCAT.

This policy applies only to teaching staff, for support staff please use HR9(A).

The purpose of this policy is to provide clear, consistent, and fair appraisal procedures that enable the Trust Board to meet its responsibilities under employment legislation and best practice. Governing Bodies are required to have appropriate appraisal arrangements in place which allow schools to manage and review individual employee performance annually.

This procedure is designed in accordance with the Education (Schools Teachers' Appraisal) (England) Regulations 2012 and sets out the principles that apply to teachers and support staff in all maintained schools. The new regulations provide LA's and schools with more freedom to design arrangements in accordance with the needs of the school. This policy sets out the minimum standards required by the regulations, which can be adapted by individual schools.

Schools should apply a common-sense approach and are advised to review the DfE document "Making Data Work".

Where the policy refers to teaching and learning that meets "relevant standards" this is in line with OFSTED's framework as set out in Appendix 4, (a practical interpretation of the OFSTED grade descriptors).

The procedures within this policy document will be followed as prescribed.

To that effect, we subscribe to and promote the Appraisal Policy and Procedures for Teaching Staff for all Categories of School (HR009) as set out by our HR partners Hoople and used across the county of Herefordshire. The latest version of this policy will be the version used if and when need arises.

The latest (HR009) Appraisal Policy and Procedures for Teaching Staff for all Categories of School can be obtained on request from the TCAT Central Team or from the Headteacher/Head of School and is the full and unabridged version as ratified by Hoople and adopted by the TCAT Trust Board.

Please note, where Hoople can at times have not ratified a new version of a policy before their planned review date, we will always use the latest version available, even where that may fall outside date scope until Hoople have approved a replacement.