

Three Counties Academy Trust



# Appraisal Policy and Procedures #HR13

Last updated: 16 January 2024

Review Date: 31 January 2025

## **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.

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 "good" teaching and learning this is in line with OFSTED's framework as set out in Appendix 6, (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 (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 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.