

The Swan School Policy - Appraisal

Aims:	<ul style="list-style-type: none"> To create a healthy organisational culture of <i>high challenge, low threat</i> where all staff seek to improve, make their best better, as well as improving in any areas where they are less strong. To create a supportive environment where staff are unafraid of recognising and working to improve weaknesses. To ensure that staff feel confident in their own self-efficacy and professional agency, enabling belief and the ability to succeed. <p><i>This will be achieved by:</i></p> <ul style="list-style-type: none"> Reviewing and evaluating performance in line with relevant standards and job descriptions, including informing decisions regarding pay progression where relevant, and identifying areas for continuous professional learning and development (CPLD) Supporting continuous professional learning and development (CPLD) Supporting wellbeing and motivation.
Targets/ Outcomes	<ul style="list-style-type: none"> Staff contribute to our student achieving 'more than they ever believed possible' to the best of their ability. All staff benefit effective appraisal conversations about their own professional strengths and development needs. Staff are able to access appropriate CPLD opportunities and apply learning to their own practice. Staff feel that the appraisal process is supportive of their own professional development and wellbeing.
Definition:	<p><u>Overview of the appraisal process:</u></p> <ul style="list-style-type: none"> Start of Cycle 1 (September) - Annual appraisal meeting with line manager: <ul style="list-style-type: none"> Review and evaluation, supported by self-review of overall performance and progress towards individual objectives. The outcome is formally recorded. Set new appraisal objectives for the year ahead in line with the guidelines below. Start of Cycle 2 and 3 - Mid-year appraisal meetings with line manager: <ul style="list-style-type: none"> Discussion of overall performance and progress towards individual objectives. Positives are celebrated and development areas identified as soon as possible. Ongoing - Weekly CPLD programme (mornings) <ul style="list-style-type: none"> Peer Coaching Conversations - Staff work in coaching groups to discuss progress and support each-other towards meeting their objectives and development priorities. CPLD programme - briefing, deliberate practice, curriculum planning, and meetings. <p><u>Performance Objectives</u></p> <ul style="list-style-type: none"> All staff have three performance objectives, one of which is consistent across the RLT.. The appraisee should take a lead in setting objectives 2 and 3 in agreement with their appraiser; appropriate evidence for meeting each objective should be considered. <ol style="list-style-type: none"> <i>CPLD - To engage positively with continuing professional learning and development (RLT)</i> Related to your role Related to your contribution to the wider life of the school.
Roles and Responsibilities:	
Appraiser s will:	<ul style="list-style-type: none"> Complete training provided to facilitate effective appraisal meetings. Support appraisees to set appropriate performance objectives. Consider the totality of their appraisee's performance when making judgements about whether objectives have been met. Celebrate successes and raise any concerns in a timely way - appraisees should be aware in advance if they are at risk of not meeting their objectives. Review and evaluate performance in line with relevant standards and job descriptions, including informing decisions regarding pay progression where relevant Identify areas for continuous professional learning and development (CPLD)
Appraisee s will:	<ul style="list-style-type: none"> Set performance objectives in agreement with their appraiser, taking into consideration their own professional development needs and the priorities of the school. Complete self-evaluation in preparation for appraisal meetings. Consider appropriate evidence for meeting each objective and discuss with appraiser. Engage positively in appraisal meetings and coaching conversations, being unafraid to recognise and work to address weaknesses. Actively seek out support to meet objectives where needed.
SLT will:	<ul style="list-style-type: none"> Design and implement a professional development programme that allows staff to reflect on and refine their own practice. Enable informal coaching conversations to support staff in meeting their performance objectives. Embed a feedback culture across the school where teachers feel comfortable to take risks and actively seek out opportunities to give and receive feedback on their own practice. Be supportive of staff requests for CPLD. Provide training for appraisers to facilitate effective appraisal conversations.
Governor s will:	<ul style="list-style-type: none"> Review and approve recommendations for pay progression.
Related Docs:	<ul style="list-style-type: none"> Teacher standards, job/role descriptions, RLT appraisal policy

Monitoring Date:	Monitored By:	Full Review Due:	Review By: