

What if there is an inadequate appraisal rating?

- The employee should be made aware of areas for improvement during their regular appraisal meetings.
- Depending on the performance issue, it may be moved straight to the Capability Procedure if the shortcoming is **particularly** serious.
- **If a concern arises**, a support meeting should be set up to discuss the concerns with timescales for improvement set and a follow up meeting arranged.
- **If concerns continue**, the line manager/head teacher will arrange a structured meeting to discuss clear feedback and create an action plan which records:
 - Actions/support that have already taken place, and agreed support for the future
 - The opportunity for the employee to comment on and discuss concerns
 - How progress will be monitored and a review date
 - What happens if insufficient improvement is made
- **If insufficient improvement is made under the action plan**, a further period of monitoring and support can be set if some improvement had been seen, or the employee will be invited to a formal meeting under the Capability Procedure.

Can an employee appeal the appraisal outcome?

- Employees should discuss the outcomes with the appraiser and can share any evidence that the evidence used was inaccurate or incomplete, so the appraiser can review the assessment
- If the employee remains unhappy, they can write to the head teacher who will arrange a review
- Salary progression can potentially be withheld if performance is less than reasonable required, however, pay decisions can be appealed through the pay appeal process found within the Pay Policy.

This is an abridged version of the Gloucestershire County Council **Appraisal Policy**, the full version of this policy can be accessed on Schoolsnet.

Appraisal Pocket Policy

Appraisals are a mandatory requirement for teaching staff in LA Maintained schools and are best practice for teaching staff in Academies and for support staff generally.



Who needs an appraisal?

- All employees, teachers and support staff
- Except those undergoing induction (probation period or NQT period) or employed on contracts of less than one term, or undergoing formal capability procedures.

What is an appraisal for?

- A tool to manage performance, pay and development against a set of agreed objectives and standards
- Ensures staff have the skills to carry out their roles effectively
- Identifies how staff can contribute towards the aims of the school and pupil outcomes
- Identifies any difficulties that may affect work, and any support required.

When should appraisals take place?

- By 31st October for teachers/31st December for support staff
- Appraisals are held at least once a year but it is recommended practice to meet regularly to check staff are on track to deliver agreed objectives.

How does the appraisal work?

Who is the appraiser?

- Teachers & Support Staff – the employee's manager or an appropriate more senior employee
- Employees can challenge the allocation of an appraiser in writing, but the final decision lies with the head teacher.

What will be discussed during the appraisal?

- Has the job role changed or may change?
- Do work standards meet expectations?
- How well were last year's objectives completed?
- Were the Teachers Standards met? (if relevant)
- How well are they supporting pupils' learning? (if relevant)
- How well are additional responsibilities being met, such as TLR, SENCO? (If relevant)
- What are the measureable objectives for the coming appraisal period?

- Are there any development or support needs? Or CPD needs? (if relevant)
- How will this affect pay?

Teacher observations and evidence for appraisal:

- The amount and type of observation will depend on teachers' circumstances and the school's needs
- The head teacher or other designated person may undertake 'drop in' observations and look at evidence of Pupils' work, marking assessment and progress, and the pupils' understanding of this
- Teachers will receive constructive balanced and supportive feedback after each observation
- Feedback will identify and consider areas of strength and development.

What do appraisal objectives look like?

- Align with the school's plan for improving educational provision, pupil outcomes and continuous school improvement
- Are appropriate to role, career aspirations, level of skills and experience
- Teachers customarily have three objectives, with one focusing on CPD
- Objectives should be agreed, but if this is not possible the final decision is with the appraiser

How does absence affect the appraisal?

- Attendance may be an area of concern which affects the appraisal outcome
- **Intermittent or long-term absence** – likely to impact on performance so may need to be addressed under the school's attendance policy. There should be due regard to any disability or other condition which affects attendance and performance at work.
- **Maternity leave** – performance should be considered both prior to and on return from maternity leave. And unlike other sickness absence, maternity sickness absence is to be regarded as satisfactory service.