

Mount Street Junior School



Performance Management Policy

Reviewed: 10 July 2018

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1. About this policy

This policy sets out the performance management arrangements for the head teacher, teachers and support staff of Mount Street Junior School. It has been agreed by the Governing Body, Head Teacher and Local Authority and follows consultation with all staff members and recognised trade unions. It describes the purpose, procedures, roles and responsibilities that will ensure that the school's performance management arrangements contribute to the professional development of its staff and to the achievement of wider development objectives for the school and its learners.

The policy will be reviewed annually and any necessary amendments will be the subject of further consultation with staff members.

The head teacher will provide the Governing Body with an annual written report on the operation and effectiveness of this policy including the training and development needs arising from the performance management process.

This policy has been produced with due regard to the current Appraisal Regulations and accompanying guidance published by the Welsh Government. These can be found at:

Regulations: www.legislation.gov.uk/wsi/2011/2940/contents/made

Guidance:

www.wales.gov.uk/topics/educationandskills/publications/guidance/performance-man-for-teachers?lang=en

This policy does not apply to:

- newly qualified teachers undergoing their statutory period of induction who are exempted from performance management arrangements; or
- teachers employed for a fixed period of less than one school term

2. Principles underpinning performance management

The following principles will underpin our performance management arrangements:

- Trust, confidentiality and professional dialogue between appraiser and appraisee
- Consistency so that all staff are treated fairly
- Recognition of strengths and a commitment to share effective practice
- A commitment to provide constructive feedback on performance
- Rigorous and evidence based
- A shared commitment to meeting the school's improvement plan and appropriate national priorities

3. Professional standards

Teachers are required to meet the Practising Teacher Standards at the end of their induction period and must continue to meet them throughout their career. The head teacher is required to meet the Leadership Standards. Other practitioners may choose to use the Leadership Standards as a reference for their leadership development where this is identified as a priority for their professional development.

The professional standards should be considered as a whole to provide a backdrop to discussion and to help practitioners identify areas for further development.

The relevant professional standards can be found at:

4. Timing of the performance management cycle

The school's annual performance management cycle will start in the Autumn Term and be completed by the end of the calendar year. The appraisal cycle has been timed to link with the school's annual planning cycle.

5. Appointment of appraisers

The head teacher will appoint an appraiser for every teacher in the school.

The head teacher's appraisal will be carried out by a panel consisting of:

- at least two governors appointed by the governing body
- one or two representatives appointed by the local authority

6. The performance management plan

Performance management will be a continuous cycle throughout the year involving three stages of planning, monitoring performance and reviewing performance.

The appraiser(s) will meet with the teacher/head teacher at the start of the cycle to plan and prepare for the annual appraisal. This meeting may be combined with the review meeting held at the end of the previous cycle.

The meeting will seek to agree the following:

- objectives for the cycle and professional development activities to support achievement of the objectives
- the monitoring procedures including arrangements for observation of teaching on at least one occasion
- any sources of information and data relevant to the objectives – these should include an up to date Practice Review and Development (PRD) Record and data/information drawn from existing sources

A template for the PRD Record is at Annex A. A template for the recording the objectives is at Annex B.

In the case of the head teacher's performance plan only, the chair of the governing body will provide, on request, a copy of the head teacher's objectives to Estyn.

The arrangements for monitoring performance against the objectives, including the use of observation, will be decided during the planning meeting and recorded by the appraiser(s).

The appraisee and appraiser(s) will keep progress under review throughout the cycle including the use of informal discussion as well as the more formal arrangements specified in the planning meeting. The PRD Record will provide a focus for these discussions.

7. The review meeting

At the end of the performance management cycle a formal review meeting will be held where the appraiser and appraisee will discuss achievements, any areas for improvement and professional development activities. This meeting may be combined with the planning meeting for the next annual cycle.

The purpose of the review meeting will be to:

- assess the extent to which the appraisee has met their objectives
- determine whether there has been successful overall performance in confirming the appraisee continues to meet the relevant professional standards
- identify the need for additional support, training or development and how this will be met

8. The appraisal statement

Within 10 school days of the review meeting the appraiser(s) will provide the appraisee with a written statement of the main points made at the review meeting and the conclusions reached. Annexed to the statement will be a summary of professional development needs and an indication of how these might be met.

The appraiser will seek to agree the final wording of the appraisal statement with the appraisee.

The appraisee may, within 10 school days of receiving the final appraisal statement, add comments in writing. These comments will then form part of the statement.

Both the appraisal statement and the annex are confidential documents and must be kept in a secure place. The provisions of the Data Protection Act will be followed at all times.

A template for the Appraisal Review Statement is at Annex C.

9. Appeals

The appraisee may appeal against the appraisal statement within 10 school days of receiving the appraisal statement. An appeals officer or, in the case of the head teacher, an appeals panel will be appointed to conduct a review.

All appeals will be conducted in accordance with the current Appraisal Regulations and the associated Welsh Government guidance.

In summary, the appeal process will involve the following stages:

- Appraisee lodges appeal with the Governing Body
- Appeals officer/panel appointed
- Appeals officer/panel provided with copy of appraisal statement within 5 school days of receiving notice of appeal
- Appeal review will be carried out within 10 school days of receiving appraisal statement
- The appeals officer/panel must take into account any representations made by the appraisee
- The appeals officer/panel may then decide that:
 - the appraisal has been carried out satisfactorily;
 - with the agreement of the appraiser(s), amend the appraisal statement; or
 - order that a new appraisal be carried out
- The appeals officer/panel cannot determine:
 - that new objectives can be set: or
 - that existing objectives be revised

10. Use of appraisal statements

10.1 Teachers

The appraiser must give a copy of the appraisal statement to the appraisee and to the head teacher. In turn, the headteacher will, on request, provide a copy to:

- the appraiser;
- an appeals officer; or
- any governors responsible for making decisions or giving advice on matters in relation to pay

Where the appraisee is eligible for pay progression under the School Teachers Pay and Conditions Document (STPCD) the appraiser will provide a recommendation on pay progression to the head teacher in line with provisions of the STPCD.

The head teacher will provide a copy of the annex to the appraisal statement detailing professional development needs to the person with whole-school responsibility for planning provision for training and development.

The appraisal statement will be kept by the head teacher in a safe and secure place until at least 3 years after the next appraisal statement has been finalised.

10.2 Head teacher

In the case of the head teacher's performance management the appraisers will give copies of the appraisal statement to the head teacher, the chair of the governing body and the chief education officer. Appraisers will also, on request, provide a copy to any governors responsible for making decisions or giving advice on matters in relation to pay.

The chair of the governing body will also provide, on request, a copy of the head teacher's appraisal statement to:

- any officer designated by the chief education officer responsible for the performance of head teachers; or
- any appeals officer

The chair of the governing body will provide a copy of the annex to the appraisal statement detailing professional development needs to the person with whole-school responsibility for planning provision for training and development.

The appraisal statement will be kept by the governing body in a safe and secure place until at least 3 years after the next appraisal statement has been finalised. The head teacher will also keep a copy of the appraisal statement for the same period of time.

Information from the head teacher's appraisal statement may be taken into account by the governing body (or its committees) in matters relating to the promotion, discipline or dismissal of the head teacher or in relation to any discretion over pay.

11. Managing under performance

Effective line management arrangements, including the effective use of the procedures outlined in this policy, will help prevent under-performance through early identification, support and intervention.

The performance management procedures set out in this policy, including the review meeting and appraisal statement, do not form part of any disciplinary, competency or capability procedures. However, information from the Appraisal Statement can be taken into account

when making decisions about pay, promotion, dismissal, or disciplinary matters which may be triggered by other procedures.

12. Performance Management of Support Staff

All support staff are to have an Employee Development Review as part of the performance management process for all staff.

Staff are interviewed in the Autumn Term where appraisees meet with their appraiser (member of the senior management team) to:

- Review the personal objectives for the preceding year
- Identify personal work achievements from the previous year
- Set personal objectives for the coming year linking to the School Improvement Plan where appropriate
- Identifying staff development needs for the coming year

This review is recorded by the appraiser on the Mount Street Junior School Employee Development Record (Annexe D) before a copy is presented to the appraisee within 5 working days. The appraisee then has a further 5 working days to agree the record that has been made of the review or agree a time to meet with the appraiser to clarify/amend the record.

Once completed a copy of the record is kept by the appraisee and the appraiser.

Any staff development needs are built into the costed school staff development plan the appropriate arrangements for training/staff development are made.

The personal objectives of the appraisee are reviewed mid-term by the appraiser.

Practice Review and Development Record	Name:	From:	To:
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		Objective 1: Enter objective here	Objective 2: Enter objective here	Objective 3: Enter objective here
Planning	<ul style="list-style-type: none"> • What is the focus of my objectives – how do they relate to school priorities? • What is the intended impact on my practice? • What do I need to find out - what do other people already know about it? • What data and evidence will I make use of? • How will I use what I’ve found out to help me meet my objectives? • What actions and/or professional development activities am I planning? • What support will I need? • How will I work with others to achieve my objectives? 			
Monitoring	<ul style="list-style-type: none"> • What progress am I making in meeting my objectives? • What impact has there so far been on my practice? • How do I know - what data and evidence am I using? • How are others involved in monitoring? 			

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Reviewing</p>	<ul style="list-style-type: none"> • How well have I met my objectives? • Are there any factors which have affected progress in meeting my objectives? • What have I found out? • What has been the impact on my practice and/or learner outcomes? • How do I know – what data and evidence am I using? • What professional development activities have I undertaken? • What support has been provided to me? • Do I need any follow up development? 			
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Practice Review and Development Record

Purpose of the PRD Record

The purpose of the PRD Record is to support practitioners in:

- Meeting the requirements of the Appraisal Regulations to keep an up-to-date record of:
 - their own assessment of their performance against their performance management objectives
 - professional development undertaken or other support provided and how this is contributing to the achievement of objectives
 - any factors which the practitioner considers are affecting performance against the objectives
- Reflecting regularly on their practice including the use of relevant data and evidence to review their practice and identify priorities for professional development
- Providing a focus for discussion during the planning, monitoring and reviewing stages of the performance management cycle

Completing the PRD Record

The following guidance will assist practitioners in completing their PRD Record during the performance management cycle. The guidance is intended to ensure the PRD Record supports the practitioner in their work without being burdensome to complete.

The PRD Record should be regularly updated – this does **not** need to be daily or even weekly but at key points throughout the performance management cycle. In reflecting regularly on their practice, practitioners should use their professional judgement to decide the points at which the record is updated so that it remains relevant and up-to-date.

- The template makes provision for up to 3 objectives. The template can be adapted where additional objectives have been identified
- The template is arranged to reflect the PM cycle of Planning, Monitoring and Reviewing. Each section has a number of “prompts” designed to assist practitioners to reflect on key aspects of their practice and professional development. Practitioners may find it helpful to base their PRD records around answers to some or all of these prompts.
- Entries should be concise but sufficiently detailed to serve as a basis for discussion. Lengthy prose responses are not necessary and practitioners may choose to adopt a ‘bullet point’ style approach
- It is recommended that the PRD Record is maintained in electronic form as this will facilitate easier amendment and updating
- Where objectives are linked it may be more appropriate to ‘write across’ columns to avoid making duplicate entries

Performance Management Objectives

Appraisee:

Job Title:

Period covered by objectives:to.....

Objectives*	Objective 1: [Enter objective here]	Objective 2: [Enter objective here]	Objective 3: [Enter objective here]
Professional development and/or support required to meet objectives			
Monitoring procedures to be used			
Relevant data and/or information to be used			

*If more than 3 objectives use continuation sheet

Date of planning meeting:

Appraisee comments (where required):

Appraiser:

Date:

Appraisee:

Date:

Appraisal Review Statement

Appraisee:

Job Title:

1. The extent to which the objectives have been met:

2. Overall performance:

Determination of successful overall performance considered against the relevant professional standards as a whole

3. Development needs:

Details of any identified need for additional support, training or development and how this may be met (if applicable):

4. Pay progression:

Recommendation on pay progression (where applicable):

5. Appraisee comments (where applicable):

Appraiser:

Date:

Appraisee:

Date:

Annex to Appraisal Review Statement

Training and development needs

Appraisee:

Job Title:

Needs	How needs may be met	Timescale
[Enter description of need here]		
[Enter description of need here]		
[Enter description of need here]		
[Enter description of need here]		

Appraiser:

Date:

Appraisee:

Date:

Ysgol Iau



Mount Street Junior School

EMPLOYEE DEVELOPMENT REVIEW FORM (EDR)

Name of Employee:		Name of Reviewer:	
Date of Review:			
Length of time in current role:			
Statutory Professional Qualifications for this job (if applicable):			
REVIEW OF PERSONAL OBJECTIVES			
Personal Objectives		Review of Progress	
What are your personal work achievements in the last 12 months?			
Are there areas of your work where you would like to do things better?			
Are there any areas of work where extra support or training is needed?			

Are there areas of School Life that could be improved? Playground			
PERSONAL ACTION PLAN OBJECTIVES			
	Objective	By When/Timescales	Resources Required
1.			
2.			
3.			
Interviewee Comments:			
Signed Interviewee:		Signed Interviewer:	