

## BISHOP WORDSWORTH'S SCHOOL

### APPRAISAL POLICY - SUPPORT STAFF

**Note:** *Is to', 'are to' and 'must' are obligatory. 'Should' is not obligatory but is best practice and is to be adhered to unless non-compliance can be justified.*

#### POLICY RATIONALE

1. This Policy explains the appraisal system at Bishop Wordsworth's School (the School). The Governing Body notes that there is no nationally agreed system of Support Staff appraisal but directs that the Appraisal system for members of the Support Staff is comparable to that for teaching staff where appropriate and that changes to the Policy should be made in consultation with the Support Staff.
2. The aim of appraisal in educational organisations is to improve the quality of education for the pupils through the development of staff and to bring about specific benefits for the individual and for the School.
3. This Policy is designed to recognise the contribution each member of the Support Staff makes to the School by noting individual achievements and agreeing future areas of development.

#### ROLES AND RESPONSIBILITIES

4. A Link Governor will be appointed by the Governing Body to monitor the operation of the appraisal system and report back annually.
5. The Head is responsible for overseeing this Policy and its correct implementation.
6. The Staff Development Co-ordinator has the delegated responsibility for drafting the Policy, planning the cycle and appointing appropriate Appraisers. No Appraiser should have to undertake more than four appraisals, unless by mutual agreement.

#### THE CYCLE

7. Support Staff Appraisal takes place within the context of the School Improvement and Staff Development Plans, which in turn relate to national initiatives, as well as to the most recent Ofsted report. It is an ongoing event, comprising four stages:



8. The annual cycle links with the planning for School management and target setting. Professional development objectives are to be considered when the School's overall priorities for all staff development are set.
9. The whole cycle is to be completed by May Half Term each academic year.

Appraisers and appraisees are to agree the timing of the Appraisal and consult with the Staff Development Co-ordinator if necessary.

## **THE CYCLE STAGE ONE**

**10. Preparation for the Appraisal Interview - Self-Appraisal.** The self-appraisal provides an opportunity for Appraisees to reflect upon their work, to consider positive and negatives aspects of it, and to identify development needs. Prior to the Appraisal Interview each Appraisee is to complete the Self-Appraisal form (cf Annex A) and pass it to their Appraiser at least one week before their initial meeting. Appraisers are to obtain two copies of the Appraisee's Job Description from the School HR Adviser. The Appraiser is then to forward one of these copies to the Appraisee. Both the Appraiser and the Appraisee should review the Job Description before the Appraisal Meeting.

## **THE CYCLE STAGE TWO**

**11. The Appraisal Interview.** Successful appraisal interviews require careful preparation, are given adequate and uninterrupted time, keep to an agreed agenda and are conducted in a calm atmosphere of mutual trust and confidence. The agenda is to comprise:

- a. An introduction by the Appraiser to clarify the purpose of the interview.
- b. A discussion centred on the Appraisee's job description.
- c. The Appraisee's answers to the questions in the Self-Appraisal Form.
- d. At the start of the second and subsequent cycles, reference is to be made to the previous appraisal statement and professional development that has occurred since then.
- e. Any other points either party may wish to discuss.

12. Either party may record notes during the interview. The Appraiser is not to attempt to draft the statement during the interview.

## **THE CYCLE STAGE THREE**

**13. The Appraisal Statement.** A statement must be produced by the Appraiser within seven working days of the interview. This is to be completed using the Appraisal software on the SIMs profile for each Appraisee. Individual targets are to be reviewed for the previous year's appraisal and new targets are to be set for the following academic year. In addition, the Appraiser is to comment on the overall performance of their Appraisee. Completed self-appraisal forms should be attached as documents in the 'Evidence' section provided by the SIMs software.

**14. Job Description.** Any changes to a Job Description agreed at the appraisal meeting are to be recorded in writing and submitted to the Head for approval. If the changes are approved, the Head is to give the Appraisee a copy of the new job description.

## **THE CYCLE STAGE FOUR**

15. Approximately half way through the annual cycle, the Appraiser and Appraisee are to arrange a brief meeting to discuss progress against the agreed aims and ensure they remain relevant.

### **ACCESS TO OUTCOMES**

20. **Confidentiality.** The appraisal statement is a personal and confidential document. The principles and provisions of the Data Protection Act of 2018 and the GDPR are to be followed at all times by those who have access to the documents. An Appraisee may request that no electronic record of her or his statement be retained by the appraiser.

21. The Governors responsible for taking decisions, or making recommendations, regarding pay, promotion, dismissal or disciplinary matters may request access to a copy of an appraisal statement. The School is to retain each appraisal statement for six years in accord with the Data Retention Policy.

### **ACKNOWLEDGEMENT**

22. The Head is to acknowledge and comment in writing to the Appraisee, thereby confirming receipt of the statement and awareness of any achievements or concerns.

### **TRAINING AND SUPPORT**

23. The Assistant Head (CPD) is to identify the training and development needs of each Appraisee from their Appraisal Statement on SIMs.

24. The Governing Body will consider making provision in the budget for any training and support agreed for appraisees.

25. An account of the training and development needs of staff in general, including the instances where it did not prove possible to provide any agreed CPD, is to form a part of the Head's annual report to the Governing Body about the operation of Appraisal in the School.

26. When the provision of CPD is subject to budgetary restriction, a decision on relative priority will be taken with regard to the extent to which:

- a. The CPD identified is essential for the Appraisee to meet their objectives.
- b. The training and support will help the School to achieve its priorities. The School's priorities are to take precedence. Appraisees are not to be held accountable for failing to make good progress towards meeting their objectives' success criteria where any support recorded in the planning statement has not been provided.

## **COMPLAINTS**

27. Appraisees are entitled to complain about the way their appraisal is being conducted. Complaints are to be made in writing to their Appraiser within seven working days from the declared point of dissatisfaction. If the Appraiser is unable to resolve the problem to the satisfaction of the Appraisee then the Appraiser is to raise the concern with either the Staff Development Co-ordinator or the Head. Where the Appraiser is the Head, the Appraisee may raise the concern with the Chair of Governors. If the matter has still not been resolved, the Appraisee is to write to the Chair of Governors to request a formal review.

28. The Review Officer (as appointed by the Chair or Vice Chair of the Pay & Staffing Committee) is to investigate the complaint. The Review Officer should conduct the review within ten working days of referral and has the following options: to make no change to the appraisal statement, to add observations, to make amendments or to declare it void and order a new appraisal.

## **MONITORING AND EVALUATION OF THE POLICY**

29. The Head is to discuss progress with the Staff Development Co-ordinator and report to the Governors annually on the effectiveness of the Support Staff Appraisal procedures.

30. This Policy was adopted by Governors on 28.06.2005 and subsequently reviewed, *and amended* on (dates in ( ) indicate no change) 5.10.06, (10.07.07), (23.05.08) 07.07.09, 24.06.10, 13.06.11, (14.06.12), 13.06.13, 12.06.14, (02.07.15), 28.06.16, 20.06.17, 26.06.18, 25.06.19

### **Annexes:**

A. Self-Appraisal Form.

SELF-APPRAISAL FORM

PART A

Name .....

In preparation for this part it is important to have to hand a copy of your job description and a copy of any prior appraisal statement.

**1**     ***What were the agreed aims from the last Appraisal Statement?***

**2**     ***Have these aims been addressed? Please explain your response.***

**3**     ***Are there aspects of your job description which you think need updating or amending?***

- *If you think amendments are necessary, please attach a paper copy of your Job Description with hand-written amendments for consideration by the Head. (If not clear, please specify briefly why you think amendments are necessary.)*

**4**     ***Training Needs***

- *Give details of any training courses undertaken.*
  
- *Were the training needs identified at your last Appraisal satisfied?*
  
- *If the training needs were not addressed, please explain why.*

**5 Work this year**

- Which elements of your work give you the most satisfaction?
  
- Are there any particular contributions to your department/area of responsibility that you would like to record?
  
- Have there been any constraints which have prevented you from being as effective as you might be?
  
- Are there any elements of your work which have not gone as well?

**6 What do you think your aims should be for this cycle of appraisal?**

**7 Is there any training that you need?**

Signature of Appraisee .....

Date .....

Name of Appraiser .....

Date .....