



Non Teaching Staff Appraisal Policy			V1.2
	Date	Name	Notes
Drafted	12 <sup>th</sup> Oct 2012	B.Mullany	
Adopted	18 <sup>th</sup> Mar 2014	PPC	V1.1
Reviewed	11 <sup>th</sup> June 2017	PPC	V1.2
Reviewed			
Reviewed			
This policy will be reviewed every 3 years			

**Context and Objectives**

Our School is committed to appraisal as a means to develop all staff and thereby raise standards of achievement for all children. There are currently no national appraisal regulations which apply to support staff and there is no national agreement on appraisal with support staff unions.

We believe effective appraisal sets a framework within which all staff can be supported in the management of their own development within the context of their current job, the school’s development plan and their own professional aspirations. The key elements of this framework are agreeing priorities and objectives, undertaking developmental activities and monitoring progress towards objectives.

The objectives of this policy are:

- ⤴ To ensure consistency of treatment and fairness.
- ⤴ To set rigorous, challenging and achievable objectives for all staff, which are equitable in relation to staff with similar roles / responsibilities and experience.
- ⤴ To ensure that objectives are set in line with the identified priorities for an individual for the cycle.
- ⤴ To ensure strict confidentiality in all aspects of the appraisal process.
- ⤴ To ensure that an individual's development is informed by the identified needs.

**Broad Principles**

Appraisal will be guided by the following key principles:

- ⤴ The appraisal of all staff will be reviewed on an annual basis.
- ⤴ The appraisal cycle will run from 1st September to 31<sup>st</sup> August the following year.
- ⤴ Each individual will have an Appraisal Statement which documents
  - their priorities and objectives for the year
  - their development needs and actions,
  - interim review observations
  - the end of year review.
- ⤴ Each aspect of appraisal is carried out by the Headteacher or the line managers of each individual.
- ⤴ The appraisal will not begin again in the event of the reviewer being changed.
- ⤴ Appraisal Statements will be retained for a minimum period of 6 years.
- ⤴ The Headteacher will provide the Governing Body with an annual written report on the operation of the school’s Appraisal Policy.
- ⤴ Observation within or outside the classroom setting may form part of the appraisal cycle
- ⤴ Oral feedback will be given as soon as practicable and written feedback if appropriate will be provided within 5 working days of the observation.
- ⤴ An interim review may be undertaken approximately mid way through the appraisal cycle
- ⤴ At the end of the appraisal cycle a final review will be undertaken, documented and signed by both the individual and the reviewer.
- ⤴ The Headteacher will moderate all planning statements to check that the priorities, objectives, development actions and reviews:
  - are consistent between those who have similar experience and similar levels of responsibility
  - comply with the school's appraisal policy and the requirements of equality legislation
  - are consistent with the plans and overall capacity for staff development.