

Woodfall Primary School

Support Staff Appraisal Policy

February 2014



In Consultation with		
Date Agreed	Name	Position
	Helen Hough	Headteacher
	Duncan Howarth	Chair of Governors
Date for Review:		

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1.0 SUPPORT STAFF APPRAISAL POLICY STATEMENT

It is the policy of Woodfall Primary School that each member of our Support Staff shall be formally reviewed on an annual basis. The review will take the form of a one-to-one meeting with the reviewee's line manager or other appropriate person. An action plan will be agreed during the course of the meeting. This will summarise the points agreed during the meeting and agreed objectives for the reviewee to aim for in the forthcoming year. The action points will be shared with the Headteacher. The Appraisal Review is not linked to pay for support staff except in exceptional circumstances.

2.0 APPRAISAL REVIEW OBJECTIVES

1. To help staff to become more effective in their roles, thus raising their levels of job satisfaction.
2. Input to the teaching and learning at the school.
3. To ensure that all staff have current and appropriate job descriptions.
4. To discuss and identify development needs of individuals and to create, as part of an agreed action plan, a personal development programme that addresses the potential of the individual and the needs of the school.
5. To recognise the unique talent mix of the staff and to develop and harness abilities and ambitions to benefit both individuals and the school.

3.0 APPRAISAL REVIEW PROCEDURES

1. Formal review meetings will take place once per year, at the beginning of the autumn term. The associated documentation should be completed and given to the reviewee within 5 working days.
2. Line managers will ensure that team members are reviewed even if they do not conduct the review themselves.
3. All reviewers will receive training; the process aims to provide a consistent experience for all staff.
4. The time and place will be agreed by negotiation and with adequate notice, typically more than one week. The reviewer will provide the necessary paperwork for the reviewee prior to the appraisal.
5. Both parties will prepare for the review meeting by completing the relevant paperwork, which will remain confidential to them.
6. Performance review interviews will be confidential one to one meetings.
7. The performance review meetings will carefully consider if there are any lessons to be learnt from the previous year and, if so, will apply that learning to make the future year even more effective and satisfying for both parties.
8. Both parties will agree the outcomes of the review meeting and the reviewer will complete the resultant action plan within 5 working days of the meeting. The action plan will be provided to the reviewee to sign their agreement.
9. A copy of the action plan will be made available to both parties. A copy will also be placed on file centrally, from the staff personnel files in the Head's office and it will not be used for reference purposes.
10. The Appraisal review policy is an evolving process that will be evaluated and updated on an annual basis in order to ensure that it is relevant and that it supports the schools development plans.

4. APPRAISAL REVIEW CYCLE

At the beginning of the Autumn Term the annual review will take place setting objectives, followed by a six month interim review.

Personnel & Pay Committee	
Full Governors	
Reviewed	
Review	