



Appraisal

Support Staff Guide

Your performance matters

INTRODUCTION

Our appraisal process has been developed for all support staff of the school.

With appraisals, it's the discussion that is the most important aspect. It is essential that you can discuss with your line manager your performance – how well you are doing, be developed within your role, discuss your personal wellbeing at work and know what you need to be concentrating on to ensure the school provides the best service possible to our community. This is in addition to the regular discussions you have with your line manager.

APPRAISAL PRINCIPLES

Our appraisals have a set of principles that you and your line manager will follow. The appraisal principles are:

1. It is good practice to have a yearly appraisal discussion along with a mid-term review. All support staff should have at least one appraisal discussion in any 12 month period.
2. Both your line manager and you must prepare for the appraisal.
3. During an appraisal discussion your line manager and you will discuss:
 - Your performance, including tasks, attendance, conduct and expectations (which will include ensuring any actions from your last appraisal discussion have been completed)
 - The way you and your line manager work together
 - Your general wellbeing
 - The school's development plan and how these are reflected in your outcomes over the next few months
 - How you are promoting and role modelling the school's values and ethos
 - Any development or learning you need and how you will get this
 - Any developments within the school that could potentially affect you.
4. A note will be made of the discussion and both parties will sign it (electronically where possible) and keep a copy.
5. It will be recorded that the discussion has taken place and the date.





INCREMENTS

You can expect to receive an annual increment if you are not on the top of your grade, unless your performance or behaviour is unsatisfactory. To decide this, your line manager must meet with you separately and not wait until your appraisal discussion.

You will already have been made aware of any concerns about your performance as these will have been raised with you prior to your appraisal.

THE PREPARATION

Make sure you have read the appraisal policy before you begin your discussions with your line manager and watch the video clips

Take reasonable time to prepare for the appraisal discussion. You will be able to do this at work.

Read your job profile and reflect on the previous 12 months - what has gone well for you at work and what not so well and why? Take some examples of good work, conduct and expectations attached to your role to show how you have met your outcomes.

THE DISCUSSION

In the appraisal discussion you should talk about:

- **what has happened** over the past 12 months, focusing on the tasks, conduct and expectations
- **which outcomes you will need to achieve** over the next 12 months. These should be realistic and fit with the school's development plan. Conduct improvements can also be outcomes – your line manager should be clear about what you need to demonstrate. Think about what success looks like and ask how you will know when you have succeeded
- **any development** you might need to help you achieve those outcomes. This is not just training courses but also coaching, mentoring, buddying, job shadowing, online training, attending network meetings, other development opportunities, etc. You might also discuss your formal Continuous Professional Development training, if this applies to your job, as well as your future aspirations, both within and outside the school.
- **your wellbeing** (you may also have met separately about this). Remember personal issues can impact on work too, so do discuss them if you feel comfortable and feel they are impacting on your work
- **any changes** or developments that may impact on your job. Those developments could be within the team or school.

If you and your line manager disagree about any aspects within the appraisal discussion which is stopping you moving forward, think about providing more examples or may be using a 360° process to enable you and your line manager to get views from others about your work. To find out more about this process visit Kirklees Intranet page using the link below

<http://intranet.kirklees.gov.uk/my-employment/Performance-and-appraisals/appraisals/360-degree-feedback.aspx>

If you really cannot agree, then your Headteacher / Chair of Governors will review all the evidence and make a decision. Both you and your line manager may be asked to feed into this. Before you finish, your line manager will agree with you when your next appraisal discussion will take place.



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THE ADMIN

The focus is on the discussion but there is a bit of admin too. It's important that notes are made of the discussion - whether it's you or your line manager, you need to decide between you both, but you both need to sign and keep a copy - using email where possible

