



Appraisal

Support Staff Policy

Your performance matters

INTRODUCTION

We believe that the performance of our employees is crucial to the excellent performance of our school. To ensure this continues through our school we have developed our appraisal process for all support staff within the school. It is important to us that each employee takes responsibility for their own performance in the job, their development and how they behave at work. They should also have the opportunity to meet with their line manager to discuss their performance, to be developed within their role, to discuss their personal wellbeing at work and to know what they need to be concentrating on to ensure the school provides the best service possible to our community. To enable our pupils to achieve the best educational outcomes.

Both the line manager and employee will have the relevant documentation and be given time to prepare for the discussion. No specific forms have to be used for appraisals, but it is important that notes are taken of the discussion, shared between the employee and the line manager and the discussion is recorded as having taken place. If a template to structure the discussion is preferred, one is included within the employee guide.

Guidance notes for line managers and employees on appraisals are available on the intranet. These include video clips of how to carry out an appraisal discussion

APPRAISAL PRINCIPLES

Our appraisals are based on a set of principles which all line managers and support staff must follow. The 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 the line manager and the employee must prepare for the appraisal.
3. During an appraisal discussion the line manager and employee will discuss:
 - The employee's performance, including tasks, attendance, conduct and expectations (which will include ensuring any actions from the last appraisal discussion have been completed)
 - The way the employee and line manager work together
 - The employee's general wellbeing
 - Any development or learning the employee needs and how they will get this
 - Any developments within the school that could potentially affect the employee.



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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

Employees can expect to receive an annual increment if they have yet to reach the top of their grade unless their overall performance is unsatisfactory

Discussions about increments will be held outside of the appraisal discussion.

Employees will be aware of any issues about poor performance, as these will have already been raised with the employee before their appraisal.

IMPLEMENTATION

Appraisals can begin whenever the next discussion is due to take place between the line manager and employee. Line managers should discuss this within their Management Team and decide on the best time scales and outcomes for their school, based on the school's development plan. It does not have to be done in any one specific month as long as each employee has at least one per year.

Both the employees and line manager should have time to prepare for the discussion.

