



# Appraisal Policy

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The Catholic Church proclaims that human life is sacred and that the dignity of the human person is the foundation of a moral vision of society. Appraisal will be a supportive and developmental process that enhances the professional life and dignity of staff. It is designed to ensure that all staff develop the skills they need to carry out their role effectively. It will help to ensure that staff are able to continue to improve their professional practice.

## Objectives

Objectives can be set in relation to assessment data, whole school objectives, and the whole school development plan or, in the case of teachers, *Teacher Standards*, however, these will not be used in isolation and other factors will be considered when making decisions about the success of the appraisal. Each member of staff will be required to complete the appraisal form attached and undertake a three-staged process following the diagram on page 3.

Job descriptions will be reviewed for accuracy at the initial meeting.

The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives should be revised if circumstances change.

The objectives set for each member of staff will, if achieved, contribute to the school's plans for improving educational provision, pastoral care, household and maintenance of the estate.

One of our fundamental values is that all staff have a right and a duty to participate in the development of our school community where we work together for the common good and well-being of all, especially those who experience difficulties or who are vulnerable. Appraisal is therefore a supportive process, which will be used to inform continuing professional development. The school wishes to encourage a culture in which all staff take responsibility for improving their skillset and performance through reflective practice and appropriate training. Professional development will be linked to school improvement priorities and to the ongoing professional development needs and priorities of individuals and the teams within which they work.

## Teachers and SSAs/TAs

The Headmaster/Deputy Head (Academic)/Assistant Head (Academic) will appraise education staff. The observation of classroom practice and other duties is an important way of assessing performance in order to identify any particular strengths or areas for development.

Autumn Term observations: Headmaster

Spring Term observations: Headmaster/Deputy Head (Academic)/Assistant Head (Academic)

Summer Term observations: Subject Leaders and peer observations.

## Pastoral and Therapeutic Staff

The Deputy Head (Pastoral), Assistant Head (Pastoral), Assistant Head (SEND) or middle managers will appraise pastoral and therapeutic staff.

## Catering/Estate/Household teams

Members of the Catering, Estate and Household teams will be appraised by their relevant line manager in conjunction with a member of the Senior Leadership Team.

### **Senior Leadership Team**

The Headmaster will appraise the Senior Leadership Team using a 360 degree appraisal method. The Chairman of the Board will appraise the Headmaster.

### **Administration Team**

The Senior Leadership Team will appraise administration staff.

### **Feedback**

Members of staff will receive constructive feedback on their performance throughout the year and at the review meeting after observation has taken place or other evidence has become known. Feedback will highlight particular areas of strength as well as any areas that require further development. Where there are concerns about any aspects of performance, the appraiser will meet the member of staff formally, to:

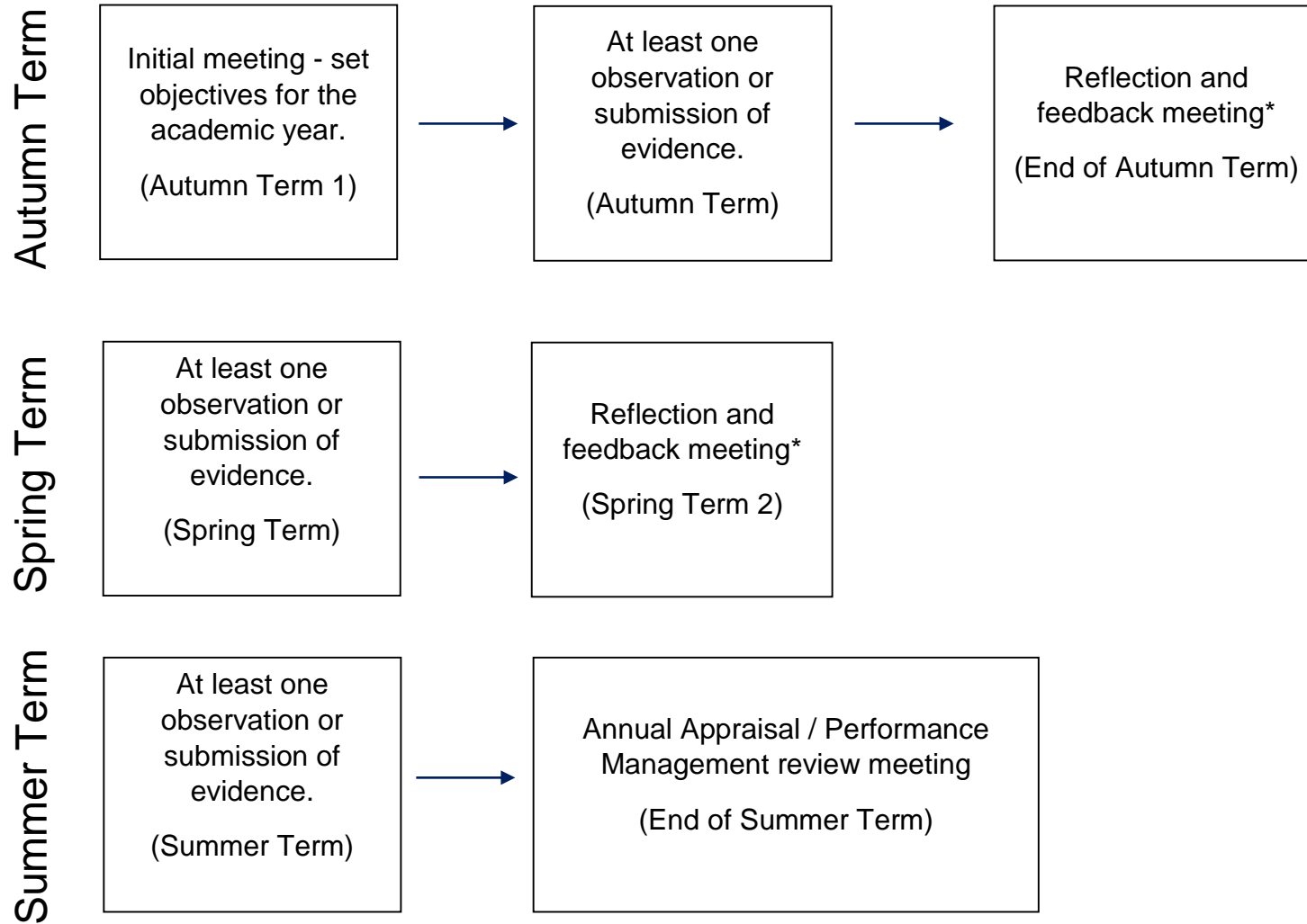
- Give clear feedback about the nature and seriousness of the concerns.
- Provide the opportunity to comment and discuss the concerns.
- Set clear objectives for required improvement.
- Agree any support (e.g. coaching, mentoring, structured observations, supervision, training) that will be provided to help address those specific concerns.
- Make clear how and when the appraiser will review progress (it may be appropriate to revise objectives, and it will be necessary to allow sufficient time for improvement. The amount of time is up to the school but should reflect the seriousness of the concerns).
- Explain the implications and process, if insufficient or no improvement is made – e.g. potential move to disciplinary.

When progress is reviewed, if the appraiser is satisfied that the member has made, or is making sufficient improvement, the appraisal process will continue as normal, with any remaining issues continuing to be addressed through that process.

### **Transition to disciplinary**

If a member of staff demonstrates serious underperformance, and has not responded to support provided within the appraisal process, the member of staff will be notified in writing that the disciplinary policy will be invoked.

This review: GM/SW November 2023



\*If need for further improvement is determined, follow the guidance in the appraisal policy. An action plan will be produced detailing clear objectives for required improvement and agreed support. On rare occasions, it may be necessary to initiate the disciplinary process.