



## **APPRAISAL POLICY**

**HEAD TEACHER: SARA LLEWELLYN**

**DATE AGREED: 31st JANUARY 2019**

**DATE OF NEXT REVIEW: 30th JANUARY 2020**

**ALL, STAFF HAVE ACCESS TO THIS POLICY AND SIGN TO THE EFFECT THAT THEY HAVE READ AND UNDERSTOOD ITS CONTENT**

# **Performance Appraisal Policy**

## **Appraisal Policy**

The Llewellyn School and Nursery are committed to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist the school to achieve its objectives.

The performance appraisal policy supports the performance appraisal scheme. The scheme is a formal process centred on an annual meeting of each employee and their line manager to discuss his/her work. The purpose of the meeting is to review the previous year's achievements and to set objectives for the following year. These should align individual employees' goals and objectives with the school's goals and objectives.

## **Core Principles of the Appraisal Policy**

1. The appraisal process aims to improve the effectiveness of the school by contributing to achieving a well-motivated and competent workforce.
2. Appraisal is an ongoing process with an annual formal meeting to review progress.
3. The appraisal discussion is a two-way communication exercise to ensure that both the needs of the individual, and of the school are being met, and will be met in the next year.
4. All directly employed employees are required to participate in the appraisal process.
5. The appraisal process will be used to identify the individual's development needs.
6. All staff will receive appraisal training as an appraiser.
7. The appraisal process will provide the Headteacher with valuable information regarding staff skills and performance.
8. The appraisal process will be a fair and equitable process in line with the Equality and Diversity Policy.

## **Performance Appraisal Implementation**

Performance appraisal discussions will be held over a designated four-week period on an annual basis. They will be arranged by the appraisee's line manager. Line managers are encouraged to provide the opportunity for an additional six-month verbal appraisal review, mid-year and other informal reviews as necessary throughout the year.

The discussion will be held in private. Information shared during the appraisal will be shared only with senior management team. Confidentiality of appraisal will be respected.

The appraiser (usually the employee's line manager) will be expected to have successfully completed appraiser training, and to be familiar with the appraisee's work.

All appraisal documents should be issued to both parties prior to the discussion, in order to allow time for both parties to reflect and prepare. These will provide a framework and focus for the discussion.

A time and venue for the discussion will be advised at least one week before the meeting takes place.

### **The Appraisal Discussion**

The appraisal discussion will allow an opportunity for both the appraisee, and the appraiser to reflect and comment on the previous year's achievements. It will praise achievement and encourage the appraisee in his/her role.

The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the school and of the individual.

The discussion should be a positive dialogue, and will focus on assisting the appraisee to acquire the relevant knowledge, skills and competencies to perform his/her current role to the best of his/her abilities.

The appropriate forms will be completed and signed by both parties. The appraisee will be given the opportunity to note any comments that he/she does not agree with and complete a self-assessment.

Any training needs, future training requirements, planned qualifications, development opportunities and career planning should be discussed.

### **Training and Monitoring**

Senior Management Team are responsible for the appraisal process, and he/she shall ensure that appraisers and appraisees are adequately equipped and trained to undertake the performance appraisal.

This policy was adopted by: The Llewellyn School and Nursery	Date: 19 <sup>th</sup> September 2016
Reviewed on: 31 <sup>st</sup> January 2019	Signed: <a href="#">S J Llewellyn</a>
To be Reviewed: 30th January 2020	