

# Down Ampney C of E Primary School Teacher Appraisal Policy

Signed by:



Headteacher

8<sup>th</sup> December 2023

Date:



Chair of governors

8<sup>th</sup> December 2023

Date:

## **Contents:**

### [Statement of intent](#)

1. [Legal framework](#)
2. [Roles and responsibilities](#)
3. [General principles underlying this policy](#)
4. [Performance appraisal](#)
5. [Monitoring and review](#)

## **Statement of intent**

This policy sets out the framework for clear and consistent assessment of the overall performance of teachers, including the headteacher. It is designed to support teachers' development, within the context of the school's plan for improving educational provision and performance, and the standards expected of teachers.

Unless indicated otherwise, all references to "teacher" include the headteacher.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- [The Equality Act 2010](#)
- [The School Staffing \(England\) Regulations 2009](#) (as amended)
- [The Education \(School Teachers' Appraisal\) \(England\) Regulations 2012](#)
- [DfE \(2020\) 'Governance handbook'](#)
- [DfE \(2019\) 'Teacher appraisal and capability: A model policy for schools'](#)
- [DfE \(2011\) 'Teachers' Standards'](#)
- [DfE \(2021\) 'Staffing and employment advice for schools'](#)
- [DfE \(2019\) 'Implementing your school's approach to pay'](#)
- [DfE \(2018\) 'The Equality Act 2010 and schools'](#)

This policy operates in conjunction with the following school policies:

- Whistleblowing Policy
- Teachers' Pay Policy
- Teacher Capability Policy
- Records Management Policy
- Whistleblowing Policy
- School Development Plan

## 2. Roles and responsibilities

The governing board is responsible for:

- Ensuring the effectiveness of this policy by monitoring and reviewing it regularly
- Ensuring that the appraisal process is managed in a way that avoids increased workload for all parties concerned.
- Ensuring that all members of staff have read and understood the provisions in this policy.
- Appraising the headteacher and setting their objectives, with advice from an appropriate external adviser.
- Ensuring all objectives contribute towards the School Development Plan and improve the education of pupils at the school.
- Taking advice from an external adviser on the assessment of the headteacher's performance.
- Providing the headteacher with their agreed appraisal report.
- Ensuring all members of the board are informed that the appraisal process has taken place.
- Ensuring all members of the board are informed that the review process has taken place.
- Making a recommendation on headteacher's pay, where relevant.
- Ensuring consistency of treatment and fairness, and abiding by all relevant equality legislation.

- Ensuring all delegated responsibilities are carried out.
- Determining the appraisal period that applies to teachers (including the headteacher).
- Ensuring that appraisal evidence informs other decisions, including decisions related to professional development and pay.

The headteacher is responsible for:

- The day-to-day implementation of this policy.
- Ensuring that the appraisal process is managed in a way that avoids increased workload for all parties concerned.
- Deciding who will appraise teachers.
- Informing teachers of the standards against which their performance in the set appraisal period will be assessed.
- Conducting drop-in observations, where necessary, to evaluate standards of teaching and ensure high standards of professional performance are maintained.
- Providing teachers with their appraisal reports or delegating this task, as appropriate.

Teaching staff are responsible for:

- Improving their teaching through proactive engagement in appropriate CPD opportunities.
- Voicing concerns where they believe the appraisal process has become too work-intensive.

### **3. General principles underlying this policy**

#### **Confidentiality**

The appraisal process will be treated with confidentiality; however, the desire for confidentiality does not override the need for the headteacher and the governing board to quality-assure the operation and effectiveness of the appraisal system.

This will be achieved by the headteacher and governing board:

- Personally reviewing a sample of teachers' appraisal records for consistency.
- Being informed of any pay recommendations that have been made and the rationale behind these.

#### **Consistency of treatment and fairness**

The governing board is committed to ensuring consistency of treatment and fairness throughout the appraisal process.

It is also committed to ensuring that all teachers, regardless of their protected characteristics, are treated fairly, and recognises that identical treatment and evaluation processes may not be fair for all teachers. The governing board will ensure that reasonable adjustments are made to the appraisal process where appropriate and necessary, e.g. for teachers with disabilities.

## **Delegation**

Normal rules (as set out in The School Staffing (England) Regulations 2009) apply in respect of the delegation of functions by the governing board and headteacher.

## **4. Performance appraisal**

This section of the policy applies to the headteacher and to all teachers employed by the school, except those on contracts of less than one term, those undergoing induction and those who are subject to capability procedures.

Appraisal at this school will be supportive, and the developmental process is designed to ensure that all teachers have, or fully develop, the skills and access to support they need to carry out their role effectively – it will help to ensure that teachers are able to continue to improve their professional practice and to develop as teachers. Appraisal outcomes will be used to inform pay progression decisions.

### **The appraisal period**

The appraisal period will run for 12 months from 1 September to 31 August.

Teachers who are employed on a fixed-term contract of less than one year will have their performance managed in accordance with [the principles underpinning this policy](#). The length of this period will be determined by the duration of their contract.

The school will amend the appraisal period's length in certain circumstances. Where a teacher starts their employment at the school during the course of an appraisal period, the headteacher, or governing board in the case of a new headteacher, will determine how long their appraisal process will be. The aim will be to ensure that all teachers are brought onto the same appraisal cycle as soon as is practicable.

### **Appointing appraisers**

The headteacher will be appraised by a panel of the governing board, ideally an odd number but a minimum of three, supported by a suitably skilled and/or experienced external adviser who has been appointed by the governing board for that purpose.

The headteacher will decide who will appraise other teachers on a case-by-case basis; however, all appraisers of teachers will be suitably trained and have QTS

### **Setting objectives**

The headteacher's objectives will be set by the governing board after consultation with the external adviser, taking into account the headteacher's work-life balance. These objectives will be agreed by the headteacher.

Teachers' work-life balance will be taken into consideration when objectives are set. Teachers' objectives will take into account the length of their contract to ensure objectives are realistic and fair.

Teachers will be informed by the headteacher or their line manager of the standards against which their performance in the set appraisal period will be assessed. The standards used in relation to appraisal are the '[Teachers' Standards](#)'.

Objectives for each teacher will be set before, or as soon as practicable after, the start of each appraisal period. The objectives set for each teacher will be SMART (specific, measurable, achievable, realistic and time-bound), and will be appropriate to the teacher's role and level of experience. Objectives will take note of a teacher's individual needs in relation to their professional development.

Objectives and performance management discussions will not be based on teacher-generated data and predictions, or entirely on assessment data for a single group of pupils. Objectives may be set in relation to robust assessment data, but these will not be used in isolation and additional factors will always be considered when making pay progression decisions.

The appraiser and teacher will seek to agree on the objectives. Objectives may be revised if circumstances change.

The school will take a considered approach to circumstances where a teacher's objectives are challenging, measuring progress towards objectives as well as completion.

The school will generally set no more than [three](#) appraisal targets, and will not set sub-targets, save for in exceptional circumstances

## **Observation**

The school believes that observation of classroom practice and other responsibilities is important, both in assessing teachers' performance to identify any particular strengths and areas for development they may have, and for gaining useful information which could inform improvement. Observation can also enable teachers to learn from each other and collaborate.

The following guidelines will be adhered to:

- The number of official observations will not exceed three sessions per year
- Observations will not exceed one hour per session
- The focus and timing of annual observation sessions will be agreed in consultation with the teacher
- Observations will be conducted with professionalism, integrity, courtesy and objectivity
- Observation reports will be accurate and fair
- The confidentiality of the information in the report will be respected
- Observations will not add to teachers' overall workload
- At least [five](#) working days' notice will be given of the date and time of the observation
- Verbal feedback will be provided [by the end of the next school day](#)
- Written feedback will be provided within [five working days](#)

The governing board will determine whether teaching staff can refuse to share their lesson plans during observations – this decision will be communicated to all teaching staff and their appraisers. Classroom observation will be carried out by those with QTS.

## **ThiEvidence**

The range and level of evidence collected for the purposes of appraisal and pay determination will always be proportionate and the impact on workload will be minimal.

Evidence used will relate directly to the pre-agreed objectives. The form of the evidence will be agreed with the teacher in advance, and will be material, or contain material, which is readily available from day-to-day practice.

## **Development and support**

Appraisal is a supportive process which will be used to inform CPD. The school encourages a culture in which all teachers take responsibility for improving their teaching through appropriate professional development.

Professional development will be linked to improvement priorities in the School Development Plan where possible, and to the ongoing professional development needs and priorities of individual teachers.

## **Feedback**

Teachers will receive constructive, supportive feedback on their performance throughout the year and as soon as practicable after observation has taken place, or when other evidence has come to light. Feedback will highlight particular areas of strength as well as any areas that require attention. Teachers will also receive an assessment of their professional development requirements and any action that should be taken to address them.

Where there are concerns about any aspects of the teacher's performance, the appraiser will meet the teacher formally to:

- Give clear feedback to the teacher about the nature and seriousness of the concerns.
- Give the teacher an opportunity to comment and discuss the concerns.
- Agree any support that will be provided to help address those specific concerns.
- Make clear how, and by when, the appraiser will review progress.
- Explain the implications and process if no or insufficient improvement is made, for example, the impact on pay progression and the potential for movement into formal capability proceedings.
- Set clear objectives to be met to achieve the required improvement.

When progress is reviewed, if the appraiser is satisfied that the teacher 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 capability**

If the appraiser is not satisfied with the teacher's progress, the teacher will receive formal written notification that their performance will be managed under the capability procedure instead of the appraisal system and will be invited to a formal capability meeting. The capability procedures will be conducted in accordance with the school's Teacher Capability Policy.

## **Annual assessment**



Each teacher's performance will be formally assessed in respect of each appraisal period. In assessing the performance of the headteacher, the governing board will consult the external adviser. This assessment is the final stage of the annual appraisal process, but performance and development priorities will be reviewed and addressed on a regular basis throughout the year in interim meetings and a mid-term review.

The teacher will, as soon as practicable, receive and have the opportunity to comment on an appraisal report – this may be written in hard copy format or made available online.

- Details of the teacher's objectives for the appraisal period in question.
- An assessment of the teacher's performance of their role and their responsibilities against their objectives and the relevant standards.
- An assessment of the teacher's professional development needs and identification of any action that should be taken to address them.
- A recommendation on pay progression where that is relevant.

The assessment of performance and of professional development needs will inform the planning process for the following appraisal period.

## **5. Monitoring and review**

The governing board and headteacher will monitor the operation and effectiveness of the school's appraisal arrangements, including monitoring the impact on workload.

The governing board and headteacher will ensure that all written appraisal records are retained in a secure place for six years in line with the school's Records Management Policy and in accordance with DfE guidance.

This policy will be reviewed on an annual basis. The next scheduled review date for this policy will be December 2024