

THOMAS MILLS HIGH SCHOOL & SIXTH FORM



SCHOOL POLICY DOCUMENT - 56

APPRAISAL (PERFORMANCE MANAGEMENT) POLICY FOR SUPPORT STAFF

Date reviewed by school	February 2025
Next review due:	February 2026
Policy review cycle:	Annually
Policy Owner:	Headteacher

Vision Statement

***We, the staff and governors, aspire
to ensure that all our students,
irrespective of ability
and regardless of anyone's doubts,
achieve their potential in full;
and we aspire in this way to make Thomas Mills High School
the best in the country.***

Thomas Mills High School is an Academy and a company limited by guarantee incorporated in England & Wales under number 7605059

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Statement of intent

Thomas Mills High School believes that all staff should be treated fairly and equally. This policy has been implemented to assess the overall performance of staff in the context of their job description and the school's overall development plan. All staff will have access to CPD and promotion. The school ensures that annually each member of staff's performance is reviewed, objectives are set, and areas of support and development are reviewed. During a review, an exchange will take place between the job holder and line manager.

This policy is designed to meet the following objectives:

- Assisting support staff in performing their roles to the best of their ability.
- Maximising the performance of support staff and monitoring their contribution to the school's overall objectives.
- Highlighting any potential areas for improvement.
- Providing a framework for management to support their team.

1. Legal framework

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

- Equality Act 2010
- Employment Act 2002
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018

This policy operates in conjunction with the following school policies:

- Teacher Appraisal Policy
- Discipline and Capability Policies
- Pay Policy
- Data Protection Policy
- Staff Code of Conduct

2. Roles and responsibilities

The headteacher is responsible for:

- Ensuring line managers set appropriate objectives and conduct mid-term and full-term reviews for all support staff.
- Ensuring support staff understand the performance management review process.
- Ensuring the performance management process is conducted at the correct time and is reviewed and completed within an adequate time period.
- Ensuring line managers discuss and agree objectives and training needs with each staff member who is subject to review.
- Supporting the staff member in their development.
- Monitoring the staff member and providing feedback when necessary.
- Delegating these tasks to the Business Manager when the headteacher is unable to conduct the performance management process.
- Ensuring that feedback following the review process is constructive.

All members of support staff are responsible for:

- Understanding the performance management process.
- Having a full understanding of the requirements of their job.
- Agreeing any changes to their job descriptions.
- Discussing and agreeing their objectives with their line manager or member of the SMT.

3. Recording information and confidentiality

After a review meeting, the member of staff and their appraiser will prepare a Written Record of Agreed Objectives (appendix 1). Once the record has been completed, it will be signed by both parties. A completed and signed form will be kept in the staff member's file. This will be kept in line with the school's Records Management Policy and Data Protection Policy.

The rules outlined in the Data Protection Act 2018 and UK GDPR will be followed at all times during the performance review process. All documents produced during this process will be

treated with the strictest confidentiality at all times, in line with the school's Staff and Volunteer Confidentiality Policy and Staff Code of Conduct.

Only authorised personnel will have access to the files and the staff member who was subject to the review will be told who has access. The following members of staff will have access to the files:

- The headteacher
- The chair of trustees (under exceptional circumstances)
- The Headteacher, Headteacher's PA or BM
- The staff member concerned

4. Job descriptions

After the review has taken place, the relevant head of department will review and update the existing job descriptions where necessary.

Any changes made to the job description must be agreed with the person who holds the position. Changes will be discussed and agreed towards the end of the performance review.

5. Performance monitoring

The headteacher will regularly monitor or receive feedback regarding the performance and progress of staff. Any agreed objectives will be referred to when measuring progress.

Where appropriate, lesson observations will take place, and these should be agreed upon beforehand. Lesson observations will only take place where it is relevant to the objectives.

6. Summary statements

The staff member being reviewed will have the opportunity to present a written response to the findings of any review. Any written statement may include:

- Details of the staff member's objectives before and after the current review.
- A performance assessment, along with the last-up-date job description.
- A summary of the staff member's training development needs.
- A recommendation on pay progression, where relevant.

7. Staff experiencing difficulties

If a staff member is experiencing difficulties in any area of their professional life, they should raise the issue with a member of the SMT in an informal meeting. The member of the SMT will meet with the concerned individual and agree upon a support plan, which:

- Gives clear feedback about the areas of concern.
- Gives the staff member the opportunity to make comments and discuss any concerns to establish the likely causes of poor performance.
- Identifies any training needs.
- Clarifies the required standards.
- If appropriate, revises objectives.

Staff will be kept on support plan/performance review for **one month**, at which point their performance will be reviewed. If the staff member has made sufficient progress, they will be taken off performance review.

If the staff member has not made sufficient progress, they will be subject to a capability meeting, in which it will be decided whether further support measures will be implemented, or if the individual should be considered for dismissal.

8. Training

The school's CPD programme will be informed by the needs identified in the performance review.

The governing board will ensure that the budget planning process, as far as possible, allocates appropriate resources to any training and support needs agreed for staff.

Any training that is undertaken will be recorded and will form a part of the headteacher's annual report to the governing board.

9. Performance-related pay

The school's Pay Policy establishes how pay decisions will be made in relation to performance-related pay.

When objectives are set, they should be measurable, attainable, and not be so challenging that a work-life balance cannot be achieved. Staff will not always have to meet these objectives, but they need to be working towards them in order to receive a pay progression; if staff fall short of a particularly challenging objective, the headteacher may still deem that they still deserve to progress.

Pay progression will not be possible if the member of staff is at the top of their scale. Where needed, jobs will be re-evaluated.

If a staff member does not receive pay progression, the line manager will provide an explanation to the Headteacher.

Staff can raise formal appeals against the school in accordance with the Pay Policy.

10. Monitoring and review

The school will conduct a detailed review of this policy **annually**.

Appendix 1 - Written Record of Agreed Objectives

Name:	
Job role:	
Date of review:	
Name of reviewer:	
Job role of reviewer:	
Details of progress towards previous objectives	
Comments, including areas of support and training	
Pay recommendations (if appropriate)	
New objectives	
Signature of member of staff:	
Signature of reviewer:	