

Saints Peter and Paul Catholic Primary School



Teacher Appraisal Policy

Status	Final
Audience	Governors, Head teachers/Principals, all teachers
Issued	September 2020, ratified Nov, 20

Appraisal Policy for Teachers – Interim Emergency Provisions

April 2020

Overview

The Appraisal Policy for Teachers sets out the framework for a clear and consistent assessment of the overall performance of the Head teacher and the teachers within the context of professional expectations under the Teachers' Standards, the School Improvement plan and an individual's own professional developmental needs. The policy also provides support to Head teachers/teachers with their development in the context of the school's plan for improving educational provision and performance.

Where a teacher's performance is being reviewed and consideration is being given as to whether pay progression should be supported, the assessment of performance throughout the cycle against the performance criteria specified will assist in informing any recommendation made by the reviewer.

It is acknowledged that the appraisal cycle for 2019-2020 is part way through and the emergency relating to coronavirus pandemic has resulted in schools closing and the roles staff undertaking have changed to encompass emergency childcare for critical workers and some vulnerable children. This has changed teachers' roles and the focus on appraisal has been 'postponed' to deal with the unprecedented times we are faced with. This will of course mean that the appraisal cycle for 2019-2020 will have to be adapted so that teaching staff do not suffer any detriment as a result of this change in focus. Such a detriment could relate to pay progression or the timescales identified to provide support to a teacher.

This guidance note has been consulted upon and agreed with the relevant local professional associations of NAHT, ASCL, NASUWT and NEU via the Local Authority acting on behalf of the School's Governing Bodies and any commentary received from these associations has been considered in the development of this policy. It is expected that the appraisal policy will be applied as usual from 1 September 2020 moving forward albeit that the process may need to be adapted if schools only return on 1 September 2020.

Unless concerns have been raised in a meeting and subsequently communicated in writing before the period of partial school closure on Friday 20th March 2020, all those eligible for pay progression will pay progress and for those where there are no concerns and the member of staff is not eligible for pay progression this year's cycle will have been deemed to be successful.

General Wellbeing

Appraisal is much more than managing an individual's performance and during these unprecedented times School leadership teams are encouraged to take into consideration the significant impact of the coronavirus pandemic outbreak on employees' personal and work lives which can lead to employee anxiety, frustration and burnout. When left unattended, these feelings can affect employees' productivity and engagement therefore it is vital to continue to support the workforce.

School Leaders are encouraged to maintain a two-way dialogue with employees as this will provide the workforce with the information and the perspective they need, while allowing them to express and process negative emotions and improve their feelings of control. It should be noted that this sits outside of the appraisal process but will assist in staff being mentally ready for when schools re-open.

Appraisal Process – General Principles

The following is general advice which schools are encouraged to implement.

Headteacher's Appraisal Process

1. The current appraisal cycle covers the period 1 September 2019 – 31 August 2020. Schools are advised that when reviewing a Head teacher's performance, it is fair and reasonable to base any decision to pay progress (or not) on the period 1 September 2019 – the start of the school closure period. Decision's to pay progress should be based on the policy provisions within the School Pay Policy. Head teacher's reviews should be undertaken between 1 September 2020 and 31 December 2020 however for this appraisal year reviewers can undertake reviews in the current academic year (if schools return). This will allow time to concentrate on integrating staff and pupils back into school life in the new academic year and will maximise the time to work to the newly set objectives.

Teachers Appraisal Process

2. The current appraisal cycle covers the period 1 September 2019 – 31 August 2020. Schools are advised that when reviewing a teacher's performance it is fair and reasonable to base any decision to pay progress (or not) on the period 1 September 2019 – the start of the school closure period. Decision's to pay progress should be based on the policy provisions within the School Pay Policy. Teachers' reviews should be undertaken between 1 September 2020 and 31 October 2020 however for this appraisal year reviewers can undertake reviews in the current academic year (if schools return). This will allow time to concentrate on integrating staff and pupils back into school life in the new academic year and will maximise the time to work to the newly set objectives. If the recommendation is that the employee should not pay progress then this should not come as a surprise. The expectation is that the employee would have been warned/told during informal meetings/interim reviews and any such discussion confirmed in writing.

All Teaching staff including Head teachers

3. When setting objectives for the 2020/2021 academic year reviewers must take into consideration the likelihood that objectives for 2019/2020 have only been part completed. In such circumstances the reviewer and reviewee should discuss progress against the agreed objectives and determine how and when the objective will be fully met. It should be noted that just because objectives have not been met doesn't mean that an employee cannot progress as they may have made progress and a failure to complete is purely down to time and the unprecedented times we are all faced with. It is acknowledged that completing the piece of work may overlap into the new academic year/appraisal cycle 2020/2021. In this respect, in setting new objectives reviewers must follow the principles of the appraisal policy and ensure that any work undertaken is Specific, Measurable, Achievable, Realistic and Time bound. For the purposes of the emergency provisions consideration to wider factors relating to coronavirus may also need to be factored in when setting objectives.

Pay Progression

4. For the purposes of the slight changes identified within bullet point 1 and 2 and for the avoidance of doubt, any Head teacher/Teacher who is recommended for pay progression will receive this with effect from 1 September 2020 regardless of whether the review for 2019/2020 takes place in 2019/2020 or 2020/2021 and regardless of whether objectives have been fully met.

Supplementary Support Programme

5. Any member of staff who was being supported through a supplementary support programme who was part way through the 6 week period (or an extension to the 6 week period) will restart the programme i.e. if a member of staff has been supported for 3 weeks out of a 6 week programme then their 6 week programme will restart and the period of the programme will be communicated to all parties. When restarting a programme consideration must be given as to whether other factors that could affect a teachers' ability to improve during the 'new' 6 week period.

Capability

6. Any member of staff who was being managed in accordance with the Teachers Capability Procedure and is part way through a stage will restart the stage in which they are being managed i.e. an individual who has been managed under Stage 1 and progressed to Stage 2 and is only part way through will restart Stage 2.

Appraisal Policy

7. The Schools Appraisal Policy should be used in all circumstances in relation to managing a teachers' performance and making recommendations for pay progression. Any school that requires advice on the application of this emergency guidance should contact their Schools Link HR Officer.