



Education
Partnership
Trust

Creating outstanding schools
which transform learning, lives
and communities

PERFORMANCE APPRAISAL POLICY (SUPPORT STAFF)

DOCUMENT CONTROL

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1.0 POLICY STATEMENT

- 1.1 This policy sets out the framework for a clear and consistent assessment of the overall performance of support staff including the Business Manager, within each school and at the Central Office. In addition, the policy intends that this will support staff development within the context of the Trust's plan for improving educational provision and performance. It should generally be considered together with the Trust's Capability Policy that sets out the arrangements that will apply in the event that a member of staff falls below the level of competence expected of them.
- 1.2 The Appraisal process within the Trust schools will be a supportive and developmental process designed to ensure that all members of staff have the skills and support they need to carry out their role effectively.

2.0 SCOPE

- 2.1 This policy applies to all support staff employed by the Trust including teaching assistants and the Business Manager except those on contracts of less 6 months and those who are subject to the Trust's Probationary Policy.

3.0 THE APPRAISAL PERIOD

- 3.1 The appraisal period will run for twelve months from 1st September to 31st August each year. With appraisal discussions usually being held between September and October each year.
- 3.2 Individuals who are employed on a fixed term contract of less than one year will have their performance managed in accordance with the principals underpinning this policy. The length of the period will be determined by the duration of their contract.
- 3.3 Any member of staff who is newly employed by the EPT will be subject to a probationary period during which their performance will be assessed over a shorter period, normally the first term of their employment. This procedure will not apply during any such probationary period or any extended probationary period.

4.0 APPOINTING APPRAISERS

- 4.1 The EPT executive team will be appraised by the Chief Executive.
- 4.2 The Chief Executive will decide who will appraise other members of the Central Office staff and this will usually be the individual's direct line manager or another appropriate member of the senior leadership team or teaching staff.
- 4.3 The Business Manager at each school will be appraised by the Headteacher.

- 4.4 The Headteacher at each school will decide who will appraise other members of staff at their school and this will usually be the individual's direct line manager or another appropriate member of the senior leadership team or teaching staff.

5.0 PRINCIPLES

- 5.1 The appraisal process aims to improve the effectiveness of the Trust by contributing to achieving a well-motivated and competent support workforce.
- 5.2 Appraisal is an on-going process with an annual formal meeting to review progress.
- 5.3 The appraisal discussion is a two-way communication exercise to ensure that both your needs and those of the Trust are being met and will be met in the next year.
- 5.4 The appraisal discussion will review the previous year's achievement and will set an agreed Personal Development Plan for the coming year for each member of support staff.
- 5.5 All directly employed members of support staff who have completed their probationary period are required to participate in the appraisal process.
- 5.6 The appraisal process will be used to identify your training and development needs.
- 5.7 The appraisal process will provide the Trust with valuable data to assist succession planning.
- 5.8 The appraisal process will be a fair and equitable process in line with our Equality Policy.

6.0 PERFORMANCE APPRAISAL IMPLEMENTATION

- 6.1 Appraisal discussions will usually be arranged directly by the Appraiser. Appraisers are also entitled to provide the opportunity for an additional 6-month verbal appraisal review, mid-year and other informal reviews as necessary throughout the year.
- 6.2 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.
- 6.3 A time and venue for the discussion will be advised at least one week before the meeting takes place.
- 6.4 For the avoidance of all doubt as part of the appraisal process the Appraiser will monitor and observe the Appraisee throughout the year, in the case of classroom-based members of staff this may include obtaining feedback from relevant teachers and/or specific classroom observations.

7.0 THE APPRAISAL DISCUSSION

- 7.1 The appraisal discussion will allow an opportunity for both the Appraisee and the Appraiser to reflect and comment on the previous year's achievements.

- 7.2 The Appraiser is accountable for providing the Appraisee with constructive, timely and honest appraisals of their performance, which should take into account both the goals of the organisation and of the individual.
- 7.3 The discussion should endeavour to be a positive and constructive dialogue that will focus on assisting the Appraisee to acquire the relevant knowledge, skills and competencies to perform their current role to the best of their ability.
- 7.4 The appropriate forms will be completed and signed by both parties. The Appraisee will be given the opportunity to note any comments that they do not agree with.
- 7.5 The Appraisee and the Appraiser should agree on a Personal Development plan for the following year.
- 7.6 Any training needs, future training requirements, planned qualifications; development opportunities and career planning should be discussed in the light of the Personal Development Plan.

8.0 TRANSITION TO CAPABILITY

- 8.1 If the Appraiser is not satisfied, at any point throughout the year, with the performance of the member of staff, whether a formal appraisal cycle has finished or not, they will notify the member of staff that they expect to see an improvement in their performance within a reasonable period.
- 8.2 If the Appraiser is still not satisfied with progress, the member of staff will be notified in writing that the appraisal system will no longer apply and that their performance will be managed under the Trust's Capability Policy and they will be invited to a formal capability meeting accordingly.

9.0 GENERAL PRINCIPALS UNDERLYING THIS POLICY

9.1 CONFIDENTIALITY

- 9.1.1 The appraisal process will be treated with confidentiality and the review statements are confidential to the Appraiser, Appraisee, Headteacher and Chief Executive.
- 9.1.2 However, the desire for confidentiality does not override the need for the Headteacher, the local Governing Body and the Trust to quality-assure the operation and effectiveness of the appraisal system.

9.2 EQUAL OPPORTUNITIES

- 9.2.1 The Education Partnership Trust is committed to ensuring consistency of treatment and fairness and will abide by all relevant equality legislation. This policy will operate in accordance with the Trust's commitment to equality of opportunity and diversity.

9.3 SICKNESS

- 9.3.1 If long-term sickness absence appears to have been triggered by the commencement of monitoring, the case will be dealt with in accordance with the Trust's absence policy. In some cases, it may be appropriate for monitoring and/or formal procedures to continue during a period of sickness absence.

10.0 MONITORING AND EVALUATION

- 10.1 The Headteacher and the Trust will monitor the operation and effectiveness of the school's appraisal arrangements.

11.0 RETENTION OF APPRAISAL RECORDS

- 11.1 All written appraisal records will be retained securely for up to six years in accordance with the principles set out in the Data Protection Act 2018 and in compliance with GDPR.
- 11.2 Appraisal records may be shared with new employers, if requested, with the agreement of the member of staff.