



## Carlton Academy Trust Appraisal Policy

<b>Ratified Date:</b>	<b>Sept 2020</b>
<b>Signed on behalf of the Trustees:</b>	<b>R Butterfield</b>
<b>Signed on behalf of the CEO:</b>	<b>A Kneeshaw</b>
<b>Review Date:</b>	<b>Sept 2023</b>

## **Policy Aims and Scope**

This policy sets out the framework for a clear and consistent annual assessment of staff performance. It also aims to recognise good practice and achievement, support career planning and provide a means of identifying staff development needs. It also sets out arrangements for when staff are experiencing difficulties in meeting the standards expected of them. The appraisal period runs from September 1 to August 31 for all staff, but exceptionally may cover a longer period.

This policy applies to all permanent staff except for:

- Those employed for less than two terms of the appraisal period
- Newly qualified teachers undergoing induction.
- Staff subject to capability procedures.

Judgements on performance made at the end of the appraisal period will form the basis of annual staff pay recommendations.

## **Appointing Appraisers**

All staff will be appraised by reviewers with relevant line management responsibility for them. The trustees will review the performance of the CEO, the CEO will review the performance of Heads of School and other senior trust staff, with Heads of School defining the review structures for their school. Appraisers may change over the appraisal period for a variety of reasons such as staff absence, change of role or an appraiser leaving the school/trust. Teachers who intend to make an application to the Upper Pay Scale, will have their annual appraisal overseen by the Head of School. All reviewers will be provided with training to enable them to appropriately and effectively discharge all aspects of their role

## **Appraisal Process**

Reviews of the previous year and objective setting for the new year will be completed by 31 October. All staff will be set three objectives, except for support staff lower than the SO1 (scale point 25) who will be set two. Should there be disagreement over objectives the reviewer takes precedence, with appeals made to the Head of School. Heads of School or other senior staff may appeal their objectives to the Chair of Trustees.

The Head of school (or other senior leader delegated this responsibility) will quality assure all objectives to ensure they directly link to school/trust improvement priorities. They retain the right to amend or change objectives if they feel this has not been adequately achieved.

Teacher performance will also be considered against National Teacher Standards, and the standards for Upper Pay Scale progression for those wishing to progress to or through the Upper Pay Scale. Those on the Upper Pay Scale who fail to maintain this standard, may lose this status as a consequence.

## **Pay Progression**

Progression through pay scales/ranges is subject to successful annual performance appraisal, with reviewers making pay recommendations based on these judgements. These recommendations are provisional pending approval from the Head of School. Decisions will be confirmed in writing by 31 October for all staff, except for the CEO, Heads of School and other senior trust personnel, whose appraisal reviews will be concluded by the end of December 31.

## **Reviewing Performance**

End of years appraisal will primarily focus on set objectives, but will also consider the following (where relevant):

- All examination results and progress data
- Work scrutiny
- Lesson Observations
- Learning Walks/Informal Observation
- Consistently following academy/trust rules, daily practice guidelines and expectations of conduct.
- Wider contribution to school/trust life
- Adherence to trust leadership philosophies
- Attendance and general conduct
- Disciplinary sanctions
- Any other factors deemed relevant to an assessment of performance over the appraisal cycle.

All staff will have a short mid-year review, where progress towards objectives will be discussed. In addition, they will also be informed of any evidence that will be used for appraisal purposes within a reasonable period of this being obtained.

## **Appealing Appraisal Judgements**

Appeals can be made to the Head of School, or other senior leader delegated this responsibility by the Head of school. If the Head of School made the initial decision, appeals should be directed to the Chief Executive Officer (CEO). If the CEO is the initial reviewer, then appeals should be directed to the Chair of Trustees.

## **Confidentiality**

Only the reviewer and relevant senior staff will have access to appraisal documentation. Records will be kept for six years.

## **Staff Experiencing Performance Difficulties identified through the Appraisal Cycle**

When there are significant concerns regarding performance at any time during the performance cycle, the member of staff will be formally invited to a 'Difficulties Meeting' to discuss these concerns. They will be given at least 5 working days' notice of the meeting and may be accompanied by a trade union representative or work colleague.

The meeting will describe and discuss concerns with the member of staff. Based on this discussion, the school/trust will decide if no further action is required or they need to enter an 'Action Plan'. If they enter an Action Plan, targets for improvement will be defined, along with any support needed to help attain required standards. They will also be informed of the length of the review period, and that formal Capability is the likely outcome of not being able to meet these standards within the time period.

At the end of the Action Plan, the school/trust will decide if no further action is needed, the Action Plan should be extended, or enter formal Capability procedures. Staff entering Capability will once again be informed of targets for improvement, support needed and duration. Staff failing to meet the standard required during Capability may be subject to dismissal.

## **Grievances**

Where a member of staff raises a grievance during the appraisal process, the school/trust has the discretion to either continue or suspend appraisal in order to deal with this.