



CARLTON
ACADEMY TRUST

Carlton Academy Trust Appraisal Policy

Review Date:

December 2022

Signed on behalf of the Trustees:

R Butterfield

Next Review Date:

September 2025

Policy Aims and Scope

This policy sets out the framework for a clear and consistent annual assessment of staff performance, recognising good practice and supporting career development. It additionally sets out arrangements for when staff are experiencing difficulties in meeting expected standards.

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, with Trustees reviewing the performance of the CEO.

Reviewers may change over the appraisal period due to staff absence, change of role, departure from school/Trust or replacement by a more suitable member of staff.

All reviewers will be provided with training to enable them to appropriately and effectively discharge all aspects of their role

Appraisal Process

Objective Setting

The appraisal period for all staff runs from September 1 to August 31 but may cover a longer period in exceptional circumstances.

Annual reviews and objective setting should be completed by the end of the first half term but may continue into the following half term where needed. This may be appropriate for teachers in secondary schools, where the national performance data required for their appraisal is not published until mid-way through the first half term.

All staff are set three objectives, except for support staff lower than SO1, who are set two.

Should there be disagreement over proposed objectives, appeals can be made to the Head of School. Where the objectives have been set by the Head of School, appeals can be made to the:

Director of Primary: for all primary school staff

Executive Head (Secondary): for all secondary school staff

Where Heads of School disagree with their objectives, they may appeal to the CEO. Anyone directly line-managed by the CEO may appeal to the Chair of Trustees if they are unhappy with the proposed objectives.

Quality Assurance

The Head of School quality-assures all objectives to ensure they directly link to school/Trust improvement priorities. This task may exceptionally be delegated to other senior staff in larger schools where there are many staff. The CEO quality assures all objectives for central Trust staff. The CEO and Heads of School reserve the right to amend or change objectives as part of this quality assurance process.

Performance Appraisal

Annual Appraisal

Focusses on objectives set at the start of the cycle, but also considers (where relevant):

- Examination results and progress data
- Work scrutiny
- Lesson observations, learning walks or informal observation
- Adherence to school/Trust rules, daily practice guidelines, expectations of conduct, Leadership Philosophies
- Wider contribution to school/Trust life
- Attendance
- Disciplinary procedures
- Any other factors deemed relevant

Mid-Year Reviews

All staff will have a short mid-year review, where progress towards objectives will be discussed.

Pay Progression

Schools: Pay progression is not automatic and dependent on successful annual performance appraisal, with reviewers making pay recommendations based on these. All pay recommendations are provisional pending approval from the Head of School. Once the Head of School has approved all pay decisions, these must be quality-assured and authorised by either the Director of Primary (primary schools) or Executive Headteacher (secondary) before formal notification of pay decisions can be made to staff.

Judgements of teacher performance will be made with reference to National Teacher Standards.

Applications to Upper Pay Scale (UPS)

Teachers applying to the Upper Pay Scale, will have their annual appraisal overseen and pay decisions made by the Head of School. Applications will be judged against the National Standards for Upper Pay Scale progression. Teachers already on UPS who consistently fail to meet these standards may consequently lose this status.

Central Trust: Pay progression is not automatic and dependent on successful annual performance appraisal, with reviewers making pay recommendations based on these. All pay decisions are provisional pending approval from the CEO, after which formal notifications of pay decisions can be made to staff.

Appealing Appraisal Judgements or Pay Decisions

Appeals are made to the Head of School. Where the initial decision was made by the Head of School, appeals should be made to the:

Director of Primary: for all primary school staff

Executive Head (Secondary): for all secondary school staff

Appeals by Trust staff should be made to the CEO. Where the initial decision was made by the CEO, it should be made to the Chair of Trustees.

Staff Experiencing Difficulties During the Appraisal Cycle

When there are significant concerns regarding performance during the appraisal cycle, the member of staff will be invited to a 'Difficulties Meeting' where these concerns will be discussed. This discussion will inform whether the school/Trust needs to take any further action, or a formal Support Plan is required. Support Plans will be for a defined period appropriate to the circumstances and contain clear improvement objectives along with agreed support to assist in their attainment.

At the end of the support period there are three options as decided by the school/Trust:

- Leave the support plan
- Commence another period of support
- Enter formal capability

Staff will be provided with at least 5 working days' notice of a Difficulties Meeting and may be accompanied by a trade union representative or work colleague.

Confidentiality and Record Keeping

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