

Testwood Sports College Performance Management Review Policy (Support Staff)

Key Responsibility area:	MS
Last Review:	July 2016
Next Review:	July 2017

A) Principles

At Testwood Sports College we believe that all staff, both teaching and support, have the right to a thorough, formal and regular performance review. This will provide an opportunity for individual performance planning and review. It will help to motivate staff and bring about school improvement. We believe the effective contribution of support staff is essential to the success of Testwood Sports College.

B) Purpose

- 1) To celebrate the contribution individuals make to the success of Testwood Sports College.
- 2) To identify developmental learning opportunities that will help achieve agreed objectives.
- 3) To assist our self-evaluation process.
- 4) To help realise the professional and personal aspirations of our staff.
- 5) To facilitate a sustained professional dialogue between reviewer and reviewee throughout the year.
- 6) To provide evidence for governors to annually review salary scales.

C) Outcomes

- 1) Every member of support staff will have a reviewer.
- 2) Within the cycle, starting in September and ending in August, they will have a review meeting which will review progress against targets and set new goals.
- 3) The Headteacher will review all **“review and planning statements.”**
- 4) Headteacher and governors will review pay progression based on this.
- 5) Two working practice documents are in existence to support this policy overview. Both are in line with Hampshire Manual of Personnel Practice – They are Model Performance Management Policy (which gives detail of the procedures) and Individual Performance Planning – Reference Handbook and Documentation.

This policy was approved by the Governing Body and will be reviewed annually.

Date policy agreed: July 2016

Date of review: July 2017

Signature of Panel Chair:

Date:

Signature of Chair of Governors:

Date: July 2016

