

Testwood Sports College Performance Management Review Policy (Teaching Staff)

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

A) Introduction

The purpose of the policy is:

- 1) To ensure that every member of staff has the right to an annual performance review.
- 2) To ensure that targets are set which are realistic yet challenging and will lead to whole school improvement.
- 3) To ensure there is fairness, openness and clarity about the process.

Every member of staff will take their own professional learning seriously and will commit wholeheartedly to this policy.

B) Purpose

We believe that an effective performance management system is:

- 1) The 'engine room' of school improvement.
- 2) The means by which we value and celebrate the contribution colleagues make to the education of children and the effectiveness of our school.
- 3) An opportunity to identify those professional learning opportunities that will be key to achieving the challenging but realistic objectives that are agreed.
- 4) A way of evaluating this learning and our school.
- 5) A vehicle for realising the vision of the school and the professional and personal aspirations of those who work here.

C) Responsibilities

- 1) The Governors will be responsible for the Headteacher's performance review, supported by an Independent Partner where necessary.
- 2) The Headteacher will decide the reviewers for each member of staff based on their position on the pay scale.
- 3) No reviewer will review more than 4 staff, as far as it is practicable.
- 4) The reviewer and reviewee will find time to:
 - i. Set targets
 - ii. Conduct an interim review
 - iii. Conduct in final review

D) Timescale

- 1) The process will run from October to October
- 2) Year 1 – October to December – initial meeting and objective setting.
- 3) January – April – implementation and interim review – reviews to Headteacher as per school review cycle. In July a further review of objectives that may have been completed.
- 4) September – October Final review completed. To Headteacher by half term.

This timescale will allow for pay progression to be dealt with by Personnel Committee at a November meeting.

Where pay progression is due, the final review should note the totality of performance and contribution, not just progress against objectives.

E) Appeals

- 1) Any reviewee may appeal to the Headteacher about their appointed reviewer.
- 2) Where agreement cannot be reached on objectives or review statement this will be referred to the Headteacher.
- 3) Decisions relating to pay progression may be appealed against and will be heard by Staffing Performance and Pay Panel (SPP)

F) Review

- 1) The Headteacher will report annually on the effectiveness of the policy to the SPP at the autumn term meeting.
- 2) The SPP will review the policy annually.
- 3) The Full Governing Body will ratify the policy annually based on recommendations from the SPP.

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

