

Reading Early Years Schools Federation (REYS)



Staff Performance Management Policy

Signed by Chair of Governors: Caroline Wharton

Signed by Executive Head teacher: Joanne Budge

Date: January 2021

Date to be reviewed: January 2024

January 2021 – Next review January 2024

Purpose of the policy

This policy sets out the framework for a clear and consistent assessment of the overall performance of the Executive Head teacher, teachers and all other staff working within the school.

Quality Assurance

The Executive Head teacher will delegate the reviewer role for staff. Where a member of staff is of the opinion that the person to whom the Executive Head teacher has delegated the reviewer's duties is unsuitable for professional reasons, s/he may submit a written request to the Executive Head teacher for that reviewer to be replaced, stating those reasons.

All line managers to whom the Executive Head teacher has delegated the role of reviewer will receive appropriate preparation for the role.

The Executive Head teacher or Head of School will moderate all the planning statements to check that the plans recorded in the statements:

- Are consistent between those who have similar experiences and similar levels of responsibility
- Comply with the Nursery's Performance Management Policy, the regulations and the requirements of equality legislation

The Governing Body will review the quality assurance processes when the policy is reviewed.

Objective setting

The objectives set will be rigorous, challenging, achievable, time-bound, fair and equitable in relation to teachers with similar roles, responsibilities and experience and will have regard to what can reasonably be expected of any teacher in that position given the desirability of the reviewee being able to achieve a satisfactory balance between the time required to discharge her professional duties and the time required to pursue her personal interests outside work. The objectives will also take account of the teacher's professional aspirations and any relevant pay progression criteria. They should be such that, if achieved they will contribute to improving the progress of children at the school. The reviewer and reviewee will seek to agree the objectives:

All staff including the Executive Head teacher, will have no more than 3 objectives

- All staff, will have a whole Nursery objective
- All staff will have an objective related to raising standards
- All staff will have an objective related to personal professional development and aspiration.

Objectives will focus on priorities for an individual for a cycle. At the review stage it will be assumed that those aspects of a teacher's roles and responsibilities not covered by the objectives will have been carried out satisfactorily.

Reviewing Progress

At the end of the cycle assessment of performance against an objective will be on the basis of the performance criteria set at the beginning of the cycle. Good progress towards the achievement of a challenging objective, even if the performance criteria have not been met in full, will be assessed favourably.

The performance management cycle is annual but on occasions it may be appropriate to set objectives that cover more than one cycle. In such cases, the basis on which the progress being made towards meeting the performance criteria

for the objective will be assessed at the end of the first cycle and will be recorded in the planning and review statement at the beginning of the cycle.

Appeals

At specified points in the performance management process staff have a right of appeal against any of the entries in their planning and review statements.

Details of the appeals process are covered in the school's pay policy which can be found on the school website.

Confidentiality

The whole performance management process and the statements generated under it will be treated with strict confidentiality at all times. Only the appraiser and head teacher will have access to the appraisee's performance management documents.

Training and Support

The school's CPD programme will be informed by the training and development needs identified in the training identified through Performance management and the school development plan.

The governing body will ensure in the budget planning that, as far as possible, appropriate resources are made available in the school budget for any training and support agreed for reviewees.

Appointment of reviewers for the Head Teacher

The Governing Body is the reviewer of the Executive Head teacher and may appoint 2 governors to complete the role.

Where the Executive Head teacher is of the opinion that any of the governors appointed by the governing body under this regulation is unsuitable for professional reasons, s/he may submit a written request to the governing body for that governor to be replaced, stating those reasons.

The Governors may appoint a Local Authority Advisor or an independent Advisor to provide the Governing Body with advice and support in relation to the management and review of the performance of the Executive Head teacher.

The Performance Management Cycle

The performance of all staff must be reviewed on an annual basis. The performance planning and review must be completed for all teachers by 31 October and for head teacher by 31 December.

The performance management cycle will run from 1st September to 31st July.. Staff who are employed on a fixed term contract of less than one year, will have their performance managed in accordance with the principles underpinning the provisions of this policy. The length of the cycle will be determined by the duration of their contract.

Where an employee starts their employment at the school part-way through a cycle, the head teacher or, in the case where the teacher is the head teacher, the governing body shall determine the length of the first cycle for that teacher, with a view to bringing his cycle into line with the cycle for other teachers at the school as soon as possible.

Where an employee transfers to a new post within the school part-way through a cycle, the Executive Head teacher or, in the case where the teacher is the

Executive Head teacher, the governing body shall determine whether the cycle shall begin again and whether to change the reviewer.

Monitoring and evaluation

The governing body will monitor the operation and outcomes of performance management arrangements. The Executive Head teacher will provide the governing body with a written report on the operation of the school's performance management policy annually. The report will not contain any information which would enable any individual to be identified. The report will include:

- the operation of the performance management policy;
- the effectiveness of the school's performance management procedures;
- Staff' training and development needs.

The Executive Head teacher will also report on whether there have been any appeals.

Retention of statements

Performance management planning and review statements will be retained for a minimum period of six years.