

RIVERSIDE SCHOOL



Teacher Appraisal Policy

APPROVED BY GOVERNORS RESPONSIBLE

PERSON – HEADTEACHER

February 2024

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Statement of intent

This policy sets out the framework for clear and consistent assessment of the overall performance of teachers, including the headteacher. It is designed to support teachers' development, within the context of the school's plan for improving educational provision and performance, and the standards expected of teachers.

Unless indicated otherwise, all references to "teacher" include the headteacher.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- The School Staffing (England) Regulations 2009 (as amended)
- The Education (School Teachers' Appraisal) (England) Regulations 2012
- DfE (2020) 'Governance handbook'
- DfE (2019) 'Teacher appraisal and capability: A model policy for schools'
- DfE (2021) 'Teachers' Standards'
- DfE (2021) 'Staffing and employment advice for schools'
- DfE (2023) 'Implementing your school's approach to pay'
- DfE (2014) 'The Equality Act 2010 and schools'
- DfE (2023) School teachers' pay and conditions document 2023 and guidance on school teachers' pay and conditions'

This policy operates in conjunction with the following school policies:

- Teacher Capability Policy
- Staff and Volunteer Policy
- Disciplinary Policy and Procedure
- Records Management Policy
- Whistleblowing Policy
- Teachers' Pay Policy
- School Improvement Plan (SIP)

2. Roles and responsibilities

The governing board will be responsible for:

- Ensuring the effectiveness of this policy by monitoring and reviewing it annually.
- Ensuring that the appraisal process is managed in a way that avoids increased workload for all parties concerned.
- Ensuring that all members of staff have read and understood the provisions in this policy.
- Appraising the headteacher and setting their objectives, with advice from an appropriate external adviser.
- Ensuring all objectives contribute towards the School Development Plan (SDP) and improve the education of pupils at the school.
- Taking advice from an external adviser on the assessment of the headteacher's performance.
- Providing the headteacher with their agreed appraisal report.

- Ensuring all members of the board are informed that the appraisal process has taken place.
- Ensuring all members of the board are informed that the review process has taken place.
- Making a recommendation on headteacher's pay, where relevant.
- Ensuring consistency of treatment and fairness, and abiding by all relevant equality legislation.
- Ensuring all delegated responsibilities are carried out.
- Determining the appraisal period that applies to teachers (including the headteacher).
- Ensuring that appraisal evidence informs other decisions, including decisions related to professional development and pay.

The headteacher will be responsible for:

- The day-to-day implementation of this policy.
- Ensuring that the appraisal process is managed in a way that avoids increased workload for all parties concerned.
- Deciding who will appraise teachers.
- Informing teachers of the standards against which their performance in the set appraisal period will be assessed.
- Conducting drop-in observations, where necessary, to evaluate standards of teaching and ensure high standards of professional performance are maintained.
- Providing teachers with their appraisal reports or delegating this task, as appropriate.
- Developing clear arrangements for linking appraisal to pay progression (as necessary) and advising the relevant body on pay recommendations for teachers, including whether a teacher at the school who applied to be paid on the upper pay range should be paid on that range.

Appraisers will be responsible for:

- Reviewing teachers' performance and professional development on an annual basis against the Teachers' Standards.
- Using their professional judgement to review teachers' performance.
- Addressing any concerns or difficulties that the teacher they are appraising has raised.
- Taking into account the expectations of the teacher in accordance with their role and the relevant stage of their career.
- Helping teachers reflect on their achievements and future development.
- Completing appraisal reports for the headteacher.

Teaching staff will be responsible for:

- Improving their teaching through proactive engagement in appropriate CPD opportunities.
- Voicing concerns where they believe the appraisal process is causing unnecessary challenges, e.g. in terms of wellbeing or workload.
- Reflecting on their own performance and how this could be improved.

3. General principles underlying this policy

Confidentiality

The appraisal process will be treated with confidentiality; however, the desire for confidentiality does not override the need for the headteacher and the governing board to quality-assure the operation and effectiveness of the appraisal system.

This will be achieved by the headteacher and governing board:

- Personally reviewing a sample of teachers' appraisal records for consistency.
- Being informed of any pay recommendations that have been made and the rationale behind these.

Consistency of treatment and fairness

The governing board is committed to ensuring consistency of treatment and fairness throughout the appraisal process.

It is also committed to ensuring that all teachers, regardless of their protected characteristics, are treated fairly, and recognises that identical treatment and evaluation processes may not be fair for all teachers. The governing board will ensure that reasonable adjustments are made to the appraisal process where appropriate and necessary, e.g., for teachers with disabilities.

Delegation

Normal rules (as set out in The School Staffing (England) Regulations 2009) will apply in respect of the delegation of functions by the governing board and headteacher.

4. Performance appraisal

This section of the policy applies to the headteacher and to all teachers employed by the school, except those on contracts of less than one term, those undergoing induction and those who are subject to capability procedures.

Appraisal at this school will be supportive, and the developmental process is designed to ensure that all teachers have, or will fully develop, the skills and access to support they need to carry out their role effectively – it will help to ensure that teachers are able to continue to improve their professional practice and to develop as teachers. Appraisal outcomes will be used to inform pay progression decisions.

The appraisal period

The appraisal period will run for 12 months from September to August.

Teachers who are employed on a fixed-term contract of less than one year will have their performance managed in accordance with this policy. The length of this period will be determined by the duration of their contract.

The school will amend the appraisal period's length in certain circumstances. Where a teacher starts their employment at the school during the course of an appraisal period, the headteacher, or governing board in the case of a new headteacher, will determine how long their appraisal process will be. The aim will be to ensure that all teachers are brought onto the same appraisal cycle as soon as is practicable.

Appointing appraisers

The headteacher will be appraised by a panel of the governing board, ideally an odd number but a minimum of three, supported by a suitably skilled and/or experienced external adviser who has been appointed by the governing board for that purpose.

The headteacher will decide who will appraise other teachers on a case-by-case basis and will ensure that all appraisers of teachers will be suitably trained and have QTS.

Setting objectives

The headteacher's objectives will be set by the governing board after consultation with the external adviser, taking into account the headteacher's work-life balance. These objectives will be agreed by the headteacher.

Teacher objectives will be aspirational yet achievable and based on success criteria which are in their control.

Teachers will be informed by the headteacher or their line manager of the standards against which their performance in the set appraisal period will be assessed. The standards used in relation to appraisal are the '[Teachers' Standards](#)', plus Riverside specific expectations.

Objective Setting

The objectives set will be rigorous, challenging, achievable, time-bound, fair and

equitable in relation to teachers/staff with similar roles/responsibilities and experience, and will have regard to what can reasonably be expected of any teacher/staff in that position. They shall also take account of the teacher's/staff professional aspirations, career stage and any relevant pay progression criteria. They should be such that, if they are achieved, they will contribute to improving the progress of pupils at the school.

The appraiser and appraisee will seek to agree the objectives but where a joint determination cannot be made the appraiser will make the determination. Objectives may be revised if circumstances change.

In this school all teachers/staff including the Headteacher, will have no more than 3 objectives linked consistently to the School Development Plan.

Though appraisal is an assessment of overall performance of teachers/staff and the head teacher, objectives cannot cover the full range of a teacher's roles/responsibilities. Objectives will, therefore, focus on the priorities for an individual for the cycle. At the review stage it will be assumed that those aspects of a teacher's/staff's roles/responsibilities not covered by the objectives or any amendment to the statement which may have been necessary in accordance with the provisions of the regulations have been carried out to a high standard.

Observation

The school believes that observation of classroom practice and other responsibilities is important, both in assessing teachers' performance to identify any particular strengths and areas for development they may have, and for gaining useful information which could inform improvement. Observation can also enable teachers to learn from each other and collaborate.

All classroom observations of Teachers will be undertaken in line with the school's teaching and learning framework

The following guidelines will be adhered to:

- The number of official observations and drops in will be reasonable and the frequency will be determined by the performance of the teacher
- Observations will in most cases not exceed one hour per session
- Where possible, the focus and timing of observation sessions will be agreed in consultation with the teacher
- Observations will be conducted with professionalism, integrity, courtesy and objectivity
- Observation reports will be accurate and fair
- The confidentiality of the information in the report will be respected
- Observations will not add to teachers' overall workload
- Verbal feedback will be provided as necessary and in a timely manner

- Written feedback will be provided as necessary and in a timely manner

Classroom observation will be carried out by those with QTS.

Evidence

The range and level of evidence collected for the purposes of appraisal and pay determination will always be proportionate and the impact on workload will be minimal.

Evidence used will relate directly to the pre-agreed objectives. The form of the evidence will be agreed with the teacher in advance, and will be material, or contain material, which is readily available from day-to-day practice.

Development and support

Appraisal is a supportive process which will be used to inform CPD. The school encourages a culture in which all teachers take responsibility for improving their teaching through appropriate professional development.

Professional development will be linked to improvement priorities in the SIP where possible, and to the ongoing professional development needs and priorities of individual teachers.

Feedback

Teachers will receive constructive, supportive feedback on their performance throughout the year and as soon as practicable after observation has taken place, or when other evidence has come to light. Feedback will highlight particular areas of strength as well as any areas that require attention. Teachers will also receive an assessment of their professional development requirements and any action that should be taken to address them.

Where there are concerns about any aspects of the teacher's performance, the appraiser will meet the teacher formally to:

- Give clear feedback to the teacher about the nature and seriousness of the concerns
- Give the teacher an opportunity to comment and discuss the concerns
- Agree any support that will be provided to help address those specific concerns
- Make clear how, and by when, the appraiser will review progress
- Explain the implications and process if no or insufficient improvement is made, for example, the impact on pay progression and the potential for movement into formal capability proceedings
- Set clear objectives to be met to achieve the required improvement

When progress is reviewed, if the appraiser is satisfied that the teacher has made or is making sufficient improvement, the appraisal process will continue as normal, with any remaining issues continuing to be addressed through that process.

Transition to capability

If the appraiser is not satisfied with the teacher's progress, the teacher will receive formal written notification that their performance will be managed under the capability procedure instead of the appraisal system and will be invited to a formal capability meeting. The capability procedures will be conducted in accordance with the school's Teacher Capability Policy.

Annual assessment

Each teacher's performance will be formally assessed in respect of each appraisal period. In assessing the performance of the headteacher, the governing board will consult the external adviser. This assessment is the final stage of the annual appraisal process, but performance and development priorities will be reviewed and addressed on a regular basis throughout the year in interim meetings and a mid-term review.

The teacher will, as soon as practicable, receive and have the opportunity to comment on an appraisal report – this may be written in hard copy format or made available online. Teachers will receive their appraisal reports in the autumn term and the headteacher in the spring term. The appraisal report will include:

- Details of the teacher's objectives for the appraisal period in question.
- An assessment of the teacher's performance of their role and their responsibilities against their objectives and the relevant standards.
- An assessment of the teacher's professional development needs and identification of any action that should be taken to address them.
- A recommendation on pay progression where that is relevant.

The assessment of performance and of professional development needs will inform the planning process for the following appraisal period.

Reviewing pay progression

The school does not currently link performance with pay, however should this change, the decision whether or not to award pay progression will be related to each teacher's individual performance, and will be assessed via the school's appraisal arrangements in accordance with The Education (School Teachers' Appraisal) (England) Regulations 2012 (the 2012 Regulations).

Pay decisions will be clearly attributable to the performance of a teacher. Sustained high quality of performance will give teachers an expectation of progression up the pay range.

5. Appraisal and pay determination cycle

The school will adhere to the following appraisal and pay determination cycle in accordance with the DfE's 'Implementing Your School's Approach to Pay' guidance:

- Performance will be continually monitored in accordance with this policy.
- In the autumn term all objectives and success criteria will be finalised. If an agreement cannot be reached, they will be set by the appraiser.
- Appraisal cycles will be completed before the end of the summer term.
- At the end of the appraisal year, teachers will receive an appraisal report which includes an assessment against their objectives and success criteria, the relevant standards and a recommendation on pay progression.
- Every teacher will be provided with an annual pay statement and a copy of the school's pay policy by 31 October each year, including appeals procedure, ensuring that any revisions to the pay policy are included.
- The headteacher will ensure moderation of initial recommendations with a view to putting individual pay progression recommendations to the governing board for agreement and to account them overall for the effective operation of links between pay and performance.
- The pay and appraisal policies will be reviewed as necessary in light of experience and any changes to the STPCD.
- The governing board will determine what provision should be made in the school's budget for pay awards and progression.
- Appraisal objectives and success criteria, linked to pay progression, will be set up for the next appraisal period.

The governing board and headteacher will ensure that all written appraisal records are retained in a secure place for six years in line with the school's Records Management Policy and in accordance with DfE guidance.

6. Monitoring and review

The governing board and headteacher will monitor the operation and effectiveness of the school's appraisal arrangements, including monitoring the impact on workload.

This policy will be reviewed on an annual basis. The next scheduled review date for this policy is spring 2025.