

Support Staff Appraisal Policy October 2024

Introduction The appraisal process will establish that staff members are meeting all reasonable expectations in respect of the discharge of their duties. It is a process to support the development of all staff to develop a commitment to high performance and to raise standards.

Aims:

To support each individual member of staff to improve job satisfaction and performance with a view to possible career development.

- To enable staff to use and develop their skills as effectively as possible in their role.
- To enable all staff to make their full contribution to the achievement of the School's goals.

For the purposes of this policy Support Staff are:

- Learning Support Assistants
- Nursery Nurses
- Administrative / Clerical staff
- Technicians
- MDAs
- Caretaker

Annual Appraisal Cycle Line Managers will undertake appraisals after their own appraisal has taken place.

Stage 1: Each member of staff meets with their line manager to review their job description, talk about their performance, the resources available to carry out their role, continuing professional development and future aspirations.

Agreed objectives and areas for development may be set from the outcomes of this meeting if appropriate.

If objectives are set, there will also be:

Stage 2: A mid-year review meeting to discuss progress towards agreed targets and review of support if necessary

Stage 3: Annual review of the agreed objectives to identify if they have been fully met or if there are any further development needs or support to be provided in order to meet them.

Recording of Information

The Line Manager will record the outcomes of the Appraisal meeting. These will be signed by the line manager and member of staff after each meeting. The member of staff will have the opportunity to add their own comment.

Complaints

Members of staff may record their dissatisfaction with aspects of the review on the appraisal review form itself. Where these cannot be resolved with the line manager they may raise concerns with the Head Teacher.

Where complaints remain unresolved the employee has right of recourse through the grievance procedure at any stage.

Link between Support Staff Appraisal and Pay

Support staff appraisal will not be linked to pay



Managing weak performance

The appraisal process may identify serious weaknesses in a member of support staffs' performance. Where this occurs the issue will cease to be dealt with through the appraisal process and will be managed under the school's Capability Process. Evidence may be supplied from the appraisal process documents in the implementation of the capability process.

Review of the Policy

The Head Teacher will report annually to the Governing Board on Appraisal procedures in school. The Governing Board and Head Teacher, in consultation with recognised trade union, will update and amend this policy as required to ensure that it is effective and complies with regulations and changes which may from time to time be introduced.

Appendices:

Appendix1. Appraisee Self Review form

Appendix 2. Appraisal Form – Learning Support Assistants and Nursery Nurses

Appendix 3 . Appraisal Form – Administrative /Clerical Staff , Technicians, MDAs ,Caretaker



APPENDIX 1

Support Staff
Performance Management Self Review

<p>What aspects of your role have had the most impact on children this year?</p>	
<p>What activities/actions have had least impact? Why? What could you do to improve this?</p>	
<p>What training/professional development have you received this year?</p>	
<p>What training/professional development opportunities would help you during the coming year?</p>	



<p>Are there any aspects of your role that are consistently very stressful? What could be done to change this?</p>	
<p>What would be your number one priority for further development in the school?</p>	
<p>EARLY YEARS ONLY</p> <p>If observations are part of your appraisal [Learning Support Assistants and Nursery Nurses] is there a specific area you would like to be included in the next observation?</p>	
<p>Anything else you would like to add?</p>	

Name:

Date:



APPENDIX 2

Line Manager to complete this section:

Date of initial review Period Covered

Name: Role in School:

Line Manager: Role in School:

Preparation - It is important that you have:

- ❖ *Read and are familiar with the Support Staff Appraisal Policy.*
- ❖ *Complete Self-Review Form prior to this meeting*

Refer to the previous appraisal and complete final review if applicable. Use the self-review form (if completed prior to the meeting) and note the key things for discussion during this meeting.

Supporting Learning

Strengths:

Areas to develop:

Agreed Objective [SMART –specific, measurable, achievable, realistic, time bound]

❖

Success criteria – what will performance look like	
Actions/steps to achieve objective including CPD	



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<p>Career Aspirations</p>
<p>Comments Your opportunity to discuss anything not already raised and to comment on your appraisal:</p>
<p>Mid-Term Review of progress towards achieving target</p>
<p>End or Year Review and comments</p>

Signatures	
Signed (you)	
Date	
Signed (your manager)	
Date	
Signed (your manager's manager)	



Appendix 3

Support Staff Appraisal Form for:
Office Staff
Technicians
MDAs
Caretaker and premises staff

Line Manager to complete this section:

Name: _____

Date of Meeting: _____

Role in School: _____

Line Manager: _____

Role in School: _____

1. Preparation It is important that you have read and are familiar with the **Support Staff Appraisal Policy Statement**. Refer to the previous appraisal and complete stage 3 of the process if applicable. Use the self-review form (if completed prior to the meeting) and note the key things for discussion during this meeting.



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2. Working for Village Infants.
 Why is your job important to you and to the school community?
 [Also discussion based on areas of Self Review Form].

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3. Career aspirations - Where do you see yourself in 5 years' time?

Discuss your career aspirations (career plan, if you have one) with your manager and how you will achieve it.

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4. Objectives/Action Plan for Next Year (if appropriate)

Agreed Objectives	Actions required and by when	Success Criteria



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5. Comments

Your opportunity to discuss anything not already raised and to comment on your appraisal:

a) Line Manager's Comments:

b) Your Comments:

6. Signatures

Signed (you)

Date

Signed (your manager)

Date

Signed (your manager's manager)



Stage 2:

Date of review meeting (if applicable)	
<p>7. Six Month Review (if applicable) How are you progressing towards your objectives? Do you have the necessary resources/support to enable you to achieve your objective? Are there any concerns you wish to discuss at this point</p>	
Signed Line Manager: Date:	Signed by you: Date:



Stage 3:

8. Annual Review of Objectives (if applicable)

Have the objectives been met, if so how has this impacted on your performance?
If objectives have not been met, what are the reasons for this and is further support or time required in order to achieve them?

Signed Line Manager:

Signed by you:

Date:

Date:



**Support Staff Appraisal Form for:
Learning Support Assistants
Nursery Nurses**

Line Manager to complete this section:

Name: _____

Date of Meeting: _____

Role in School: _____

Line Manager: _____

Role in School: _____

1. Preparation

It is important that you have read and are familiar with the Support Staff Appraisal Policy. Refer to the previous appraisal and complete stage 3 of the process if applicable. Use the self-review form (if completed prior to the meeting) and note the key things for discussion during this meeting.

2. Working for Village Infants School



Why is your job important to you and to the school community?
 [Also discussion based on areas of Self Review Form].

3. Leading/Supporting Learning Observation – as appropriate

Date:

Focus:

Strengths:

Areas to develop:

4. Objectives/ Action Plan for Next Year

Agreed objective[s]	Development plan action required and by when	Success criteria



5. Career Aspirations

Discuss your career ambition, if you have one, with your manager and how you will achieve it.

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6. Comments

Your opportunity to discuss anything not already raised and to comment on your appraisal:

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7. Signatures

Signed (you)	
Date	
Signed (your manager)	
Date	
Signed (your manager's manager)	



Date of review meeting	
8. Six Month Review/Notes from Supervision, or other forms of professional dialogue throughout the year	
How are you progressing towards your objectives? Do you have the necessary resources/support to enable you to achieve your objective? Are there any concerns you wish to discuss at this point?	
[Empty space for notes]	
Signed Line Manager: Date:	Signed by you: Date:
9. Review of Development Objectives	
Have the objectives been met, if so how has this impacted on your performance? If objectives have not been met, what are the reasons for this and is further support or time required in order to achieve them?	
[Empty space for notes]	
Signatures	

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Signed (you)
Date
Signed (your manager)
Date