

# The Good Shepherd Multi Academy Trust

## Appraisal Process for Support Staff



### The Good Shepherd Multi Academy Trust

<b>Date of Adoption</b>	<b>Oct 2016</b>
<b>Reviewed</b>	<b>Oct 2017</b>
Date of Next Review	Oct 2020

## Values

Every member of the Trust family of schools will be valued and encouraged to fulfil their potential. In our Trust we believe:

- Everyone has something to offer
- Trust, honesty, empathy and social responsibility are the Christian values that frame our work
- We are here for the whole person, spiritually, morally, educationally & socially
- In working with transparency and openness

## Introduction

The appraisal process is a formal opportunity for support staff to discuss their performance and professional needs with their line manager. Appraisal is designed to be a dialogue, with the person being appraised and the person doing the appraising both contributing freely. There should be a clear acknowledgement of what is done well. The process provides an opportunity to ensure issues and areas for development are discussed and recorded in a structured way.

All support staff are expected to have the opportunity to undertake some form of appraisal. This process aims to provide an opportunity for support staff to:

- have the opportunity to meet with their line manager on a 1 to 1 basis
- identify the specific contribution they make i.e. raising pupils' achievement, efficient delivery of service etc
- reflect on their practice
- identify their training and professional development needs
- raise any issues, problems or concerns
- have their achievements acknowledged

The appraisal process is designed to encourage the development of confident and professional working practices amongst staff. It should not be used to address issues of capability - these must be addressed through the separate Capability Procedure.

## The Appraisal Process

This is an annual cycle beginning with a meeting to agree targets and identify any training needs, normally in the first term of the academic year. Prior to this meeting, the member of staff may find it helpful to think about their responses to the questions they will be asked. The blank form could be issued to the member of staff for this purpose.

There is then a mid-year review to assess progress on the agreed targets and review anything identified in the initial meeting. The staff member may find it useful to bring any relevant documentation/materials that would aid this review e.g. outcomes of courses attended, research findings, resources made/used, feedback from observations etc.

At the beginning of the next academic year, a final assessment of progress against targets from the previous year is made and new targets for the coming year are set.

At each stage a copy of the completed appraisal record should be retained by both participants and used as a basis for subsequent discussions. The completed appraisal record should also be signed by both parties and there is the opportunity for supplementary comments. These supplementary comments can be used to address areas of excellence, mitigating circumstances or record any disagreements about the content or process of the appraisal. If staff have recorded dissatisfaction with their reviews, then they should raise their concerns with the headteacher/ Chair of LGB/ Chair of Trust Personnel Committee as appropriate to try to resolve the issue informally. Where these cannot be resolved then they should follow the Trust's Grievance Procedure.

This policy allows for a **minimum of 2** meetings per year on the assumption that more frequent support and monitoring will be available if needed.

## Appraisal Form

Name .....

Role .....

Staff appraisal is a tool to ensure that members of staff are assisted in achieving and maintaining a high standard when carrying out their role.

In answering the questions below, as well as quality of work, thought should be given to effectiveness of communication, working relationships with staff & pupils as appropriate, initiative and problem solving.

Achievements during the year (or since previous appraisal) – what has been done well/ gone well?

What contributions have been made to the main aims of the **job** role such as:  
Raising pupil achievement? Efficient/ Effective Service Delivery? etc

Performance as a whole: what contributions have been made effectively to school performance?

Any personal or work related problems which are felt to affect/have affected work performance

Are there any new or changing expectations to the role/job since previous appraisal?

In service training/staff development that has been attended since last appraisal

Future in service training and personal development opportunities for the coming year

Agreed Targets/ Action Plan for the coming year

Target	Key Actions Required	Progress Review (date/ comments)
1.		
2.		
3.		
4.		

Line Manager Comments

Staff Member Comments

Signature of Staff Member ..... Date.....

Signature of Line Manager .....Date .....