



**CHESTERTON  
COMMUNITY COLLEGE**

**Chesterton Community College  
Support Staff Appraisal Policy  
June 2015**

# Chesterton Community College

## Support Staff Appraisal Policy

### 1. Introduction

1.1 We will provide a centre of excellence for education and technology, sharing resources and developing good practice with our local family of schools and the community.

We will raise standards throughout the College for all students across the ability range and the quality of our work will be recognised on a local and national level.

We will improve post-16 participation rates across all subject areas, providing young people with the skills they need to progress into employment, further training or higher education according to individual abilities, aptitudes and ambitions.

1.2 The Governors are committed to ensuring, through Appraisal and Development, that the skills and knowledge of all support staff are commensurate with their job descriptions.

1.3 Appraisal and Development means **constantly updating and reviewing knowledge skills and standards throughout working life**. This requires self direction, self management and responsiveness to all goals set and development opportunities offered.

1.4 The Governors require all staff to participate in the process. The Governors are committed to developing the quality of education that the school provides and recognise the benefits individuals gain from reflecting on their work, setting goals to achieve and taking part in training.

1.5 Unless by agreement there will be no link between the Appraisal and Development process and performance related pay. There is no link with the disciplinary process.

1.6 The purposes of the process are

- To review performance and provide feedback by the appraiser
- To review strengths and weaknesses and identify areas for improvements
- To review career potential and discuss development plans □ To review training needs
- To obtain employee's feedback about the organisation
- To improve motivation

### 2. Equal Opportunity

2.1 The full range of Appraisal and Development opportunities includes all support staff irrespective of race, sex, marital status, age, disability or whether the employee is full time or part time, or employed on a temporary or permanent basis.

2.2 The school's policy is to ensure that no employee receives less favourable treatment on the grounds described in 2.1 and is not put at a disadvantage by the setting of qualifying conditions or requirements which have the effect of discriminating on the grounds described in 2.1.

2.3 The Governors will monitor and review the effectiveness of the equal opportunities policy periodically.

### **3. The School Development Plan**

3.1 The Appraisal and Development process is set within the context of the school development plan.

3.2 The school development plan will be communicated to all staff and all staff will be given an opportunity to contribute to the setting of the school development plan.

3.3 The Governors are committed to training and developing all employees to meet the school development plan. This commitment is made through:

- statement of commitment in the school's aims/employment policy
- an Appraisal and Development accountability in every member of staff's job description
- the Appraisal and Development process which involves senior staff in all appraisals.

### **4. Training as part of the Appraisal and Development process**

4.1 All senior managers will normally have, at some point, some responsibility for appraising others. Appraisers will be given training to appraise and will follow the principles set out in Appendix 1 and Appendix 2.

4.2 The prospective use of new knowledge/skills will be discussed between the trainee and the appraiser or line manager prior to any training being undertaken with specific issues in the school development plan, targeted where possible.

4.3 After an individual has undertaken training there will be post event evaluation as part of the Appraisal and Development process.

4.4 All employees are required to keep an up to date record of the training that they have received.

4.5 Line managers and appraisers will assist in identifying learning objectives and new skills to be acquired through training and feed that in to the Appraisal and Development process.

### **5. External qualifications**

5.1 It is the school's policy to support individuals in gaining external

qualifications which are related to the school development plan.

5.2 The agreement between the school and the employee in respect of external courses and qualifications is

- the school will pay all course examination and other required fees for approved courses. The costs must be identified by the employee and made clear to the Headteacher before the beginning of the course.
- the school will pay agreed travelling expenses and car parking fees.
- employees must attend all of the course sessions, complete course work and sit examinations unless prevented from doing so by sickness or other exceptional circumstances.
- in the event that an employee fails an examination then the school will not normally pay re-sit fees.

## **6. Resourcing the Appraisal and Development Process**

6.1 The Appraisal and Development Process is regarded as a priority. An annual budget figure will be set by the Governors in the light of the identified needs and the priorities of the school development plan, and the financial position of the school.

## **7. Evaluation**

7.1 There will be regular evaluation of the effectiveness of the Appraisal and Development scheme, including evaluation of costs and benefits, completed by the Headteacher/Senior Manager.

7.2 An annual summary of the Appraisal and Development process will be reported to the Governing Body.

## **8. The Appraisal and Development Statement and Record Keeping**

8.1 The statement will invite the appraisee to indicate that s/he is content with the statement. There will be the opportunity for the appraisee to express disagreement with the statement within ten working days of receiving the statement.

8.2 Each individual is responsible for ensuring that his/her Appraisal and Development records are up to date and maintained in a personally held file

8.3 A copy of the appraisal note will be held on the individual's personnel file. Access is restricted to those entitled to have access to the file.

8.4 All those with access to the appraisal statement will treat it as confidential.



## APPENDIX 1

### APPRAISEE'S CHECKLIST FOR THE APPRAISAL AND DEVELOPMENT MEETING

#### The documents you need are:

1. Your current job description (including goals and training plan if you have previously had an interview)
2. The notes from previous Appraisal and Development meeting(s)
3. Training record, Competencies Documentation or NVQ information if relevant
4. **Please review your work since the last Appraisal and Development meeting so that you can discuss it at the meeting.**
  - How well have I done in relation to the goals that were set at the last meeting?
  - What has been happening, of note, in my area of work?
  - Have there been any developments/changes/ things I do differently in my work?
  - Anything I am particularly pleased with or which I am not satisfied with?
  - What do I do well in my present job?
  - What could I do better?
  - What training have I had since the last meeting?
  - Does my job description need to be reviewed?
5. **Then forward plan by answering the following questions**  Do I see my job changing or developing?
  - What new knowledge and/or skills do I need?
  - What support might I need from colleagues?
  - What constraints or problems do I foresee?
  - What resources and/or training do I need?  What goals do I want to achieve?

### APPRAISER'S CHECKLIST FOR THE PREPARATION MEETING

The appraiser should check at the initial meeting that each person has addressed each point

1. Check the person has an up to date job description which will provide the basis for the Appraisal and Development meeting
2. Check that the person has a copy of the notes of the previous meeting - if not, provide one before the Appraisal and Development meeting.
3. Check that the person has copies of any competencies or training documentation (see Appendix 5)

4. Check that the person understands the review process and that any queries are answered before the Appraisal and Development meeting.

## **APPENDIX 2**

### **THE APPRAISAL AND DEVELOPMENT INTERVIEW**

- 1 A reminder of the purpose of the discussion by the appraiser.
- 2 A brief exchange in which each party itemises the key points to be discussed - setting the agenda.
- 3 A discussion of the results of the aims and action agreed at the last review.
- 4 A check against each element in the employee's job description, considering which have gone well and which less well, and why.
- 5 Discussion and agreement on the employee's job- performance targets for the next review period.
- 6 A similar discussion on the employee's development targets.
- 7 A check that there is mutual understanding of the key points and action plans.
- 8 Set the date for the next interview.