

## SPTA Appraisal Policy for Teachers

### Key points

- The policy sets out the framework for a clear and consistent assessment of the overall performance of teachers, including the Principal, and supports the development of teachers within the context of the academy's plan for improving educational provision and performance, and the standards expected of all teachers.
- The appraisal period will run for twelve months from 1 September to 31 August with the review period running from 1 September to 31 October.
- The Principal/EAB will ensure that all appraisers are qualified teachers.
- The Executive Principals' and/or Principal's objectives will be set by the Regional Director, after consultation with the Executive Principal, Principal and Chair of the EAB.
- Executive Principals will set objectives for Heads of Academy following consultation with the Head of Academy and Chair of the EAB.
- All teachers will be assessed against the set of standards contained in the 'Teachers' Standards' document published in July 2011.
- The policy will also be used to address any concerns about a teacher's performance at the earliest possible opportunity.
- Where the Principal and other teachers are eligible for pay progression, the assessment of performance throughout the cycle, against the objectives and performance criteria specified in the appraisal statement, will be the basis on which the recommendation is made by the reviewer.
- The Principal will ensure fairness by moderating a sample of appraisal reports.
- It will be possible for a 'no progression' determination to be made and this may be without recourse to the capability procedure.
- Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised, in writing, with the teacher, during the annual appraisal cycle.
- Documentation will be treated with the strictest of confidentiality at all times.
- Anonymised information of the outcomes of appraisal of teachers will be requested by Ofsted.

### Process overview

- Every teacher within SPTA will have agreed appraisal objectives which are proportionate to need and will relate to the teachers' standards for the following areas:
  1. Achievement including pupil progress and attainment.
  2. Teaching and Learning.
  3. Wider professional effectiveness including CPD.
  4. Leadership and Management responsibility, where appropriate.
- The assessment of performance will be made against the agreed objectives.
- Teachers will receive their written appraisal reports by 31 October and by 31 December for the Principal.
- There will be a limit on three hours of observation per year for all purposes unless a teacher's practice is causing concern.
- There will be a maximum of three observations unless a teacher's practice is causing concern.
- There is no requirement to use any or all of the three hours.
- Written feedback on any observation should be provided within five days of the observation.
- Constructive developmental feedback on performance should be provided throughout the appraisal period.
- Discussions regarding poor performance should not come as a surprise to the teacher.
- Where there are concerns about any aspects of the teacher's performance, it is recommended that, prior to entering the formal capability procedure, a six week support programme is put in place in consultation with the employee.
- Right of appeal against entries in the appraisal statement, after the
  - Ten working days from the receipt of the written appraisal statement to lodge an appeal
  - Appeal panel consists of 2 SPTA Directors supported by SPTA HR
  - Outcome can be to confirm the original decision or uphold the grounds of the appeal