



**Northfields**  
INFANTS & NURSERY SCHOOL

# Appraisal Policy

Date agreed by staff: September 2022  
Date agreed by Governors: November 2022  
Date to be reviewed: September 2025

*'Nurturing and inspiring our  
learners to reach for the stars'*

## 1. Aims

This policy aims to:

- Set out the arrangements for appraising teachers, including the process and the responsibilities of individuals
- Ensure consistency and fairness across the school
- Create a process where teachers' professional development is supported and encouraged, in the context of the school's latest Ofsted report, our school ethos, and school improvement plan and the Teachers' Standards
- Ensure teachers have the skills and knowledge they need to fulfil and excel in their role and provide an excellent education to our pupils

The policy applies to all teaching staff employed by the school, except the headteacher, assistant or deputy head, those on contracts of less than one term, and those undergoing capability procedures.

## 2. Definitions

In this policy, the term 'teacher' refers to classroom teachers, middle and senior leaders, and the deputy headteacher.

Where relevant, we have added further detail regarding arrangements for headteachers.

## 3. The appraisal period

The appraisal period will run for 12 months beginning on the first day of the autumn term. Appraisals will be held during the autumn term.

For teachers on fixed-term contracts of less than 12 months, the appraisal period will be determined by the duration of their contract.

Teachers who start at or leave the school during the appraisal period can have a longer or shorter appraisal period in that appraisal round.

It is intended that teachers will have had their annual appraisal meeting and received their appraisal report by 31<sup>st</sup> October.

## 5. Setting objectives

Teachers' objectives will be set before, or as soon as possible after, the start of the appraisal period.

Objectives will:

- Contribute to improving the education of pupils at the school and the implementation of any school improvement plans. To ensure this happens, the Headteacher will quality assure all objectives against the school improvement plan
- Maintain good relationships with parents to support the retention of pupils in the school
- Be specific, measurable, achievable, realistic and time-bound.
- Be appropriate to the teacher's role and career experience
- Be revised if circumstances change throughout the year

When objectives are set, teachers will also be informed of the standards their performance will be judged against.

The appraiser and teacher will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives.

## **6. Standards**

Teachers will be assessed against the Teachers' Standards.

Teachers' performance will also be assessed against the career stage expectations that we have developed.

## **7. Reviewing performance (including observation protocol)**

We will use a range of evidence to judge a teacher's performance:

- Formal and informal lesson observations
- Line manager's views
- Observations and results from wider school activities, if applicable
- Performance of their pupils
- Reviews of planning and marking
- Parent and pupil voice, if applicable

### **7.1 Observation protocol**

We believe that observations are an important way of assessing teachers' performance. They can help identify a teacher's strengths and areas for improvement, and can help us identify areas of good practice that can be shared across the school.

There will be both formal and 'drop in' observations. Teachers with responsibilities outside the classroom will also have these responsibilities observed.

All observations will:

- Be carried out in an objective, fair, professional and supportive manner
- Be carried out by teachers with Qualified Teacher Status
- Provide constructive feedback
- Remain confidential to those who need to know details as part of their jobs

### **7.2 'Drop in' observations**

Drop-in observations will usually be conducted by the Headteacher, Deputy Head or subject lead in order to monitor the quality of teaching and learning.

Notice of 'drop in' observations will be given 48 hours notice before the drop in unless a cause for concern has been identified, in which case drop-ins can occur at the discretion of the headteacher.

They will usually last around 20-30 minutes, and may involve the observer talking to pupils and looking at their work.

The frequency will depend on the individual teacher and the school's needs at the time.

Generally, verbal feedback will be given the following day.

We will use all reasonable endeavours to provide written feedback within 5 working days.

Please note that we also carry out drop-in observations where fellow teachers observe a lesson for their own professional development. Notice may not be given and evidence will not be used as part of the appraisal process.

### **7.3 Formal observations**

The purpose of formal observations is to assess the teacher's performance and progress against their objectives and the relevant standards.

The number of formal observations will be agreed with the teacher during their appraisal meeting, and will be determined by the teacher's individual circumstances and the needs of the school at the time.

For example, ECTs and less experienced teachers who have recently started at the school will receive a number of formal observations to establish their strengths and areas for development. A very experienced teacher may receive fewer observations.

Teachers will not receive more than three formal observations over the year.

Generally, verbal feedback will be given the following day.

We will use all reasonable endeavours to provide written feedback within 5 working days.

### **7.4 Additional observations**

Additional formal observations will take place if:

- The teacher requests them
- There are concerns that the teacher's performance is not up to standard (this may be triggered by poorly performing or poorly behaved pupils)
- The teacher is subject to formal capability proceedings

The above protocols will still apply to these additional observations.

## **8. Annual assessment**

Performance will be reviewed and addressed on a regular basis throughout the year in termly meetings with the teacher's line manager.

The appraisal meeting is the end point of the annual appraisal process and will take place in the autumn term. In this meeting, the appraiser will:

- Review the relevant evidence
- Assess performance in the appraisal period against the relevant standards
- Assess performance in the appraisal period against objectives
- Discuss the teacher's professional development needs and identify action that should be taken
- Discuss the teacher's wellbeing, career aspirations and any difficulties they may be facing

- If necessary, discuss the teacher's underperformance and put a plan in place to address it. They should also inform the teacher that if performance does not improve, capability proceedings may begin, where applicable

## 9. Conducting annual appraisal meetings

The headteacher's appraisal meeting will be conducted by the Herts Improvement Partner (HIP) and Governors.

The headteacher will appraise teachers and teaching assistants (with support from the Deputy Head)

Appraisal meetings will take place within the teacher's normal working hours and will typically last for an hour.

## 10. Appraisal report

Teachers will be provided with a written report of their appraisal. The report will be completed by the person who conducted the appraisal. We will use all reasonable endeavours to complete this within 5 working days.

This will include:

- An assessment of the teacher's performance against their objectives and the relevant standards
- An assessment of the teacher's training and development needs, and the action that should be taken to address them
- Where relevant, a recommendation on pay progression

There will be space in the report for the teacher's own comments.

Teachers will sign the appraisal report to say they have seen it and agree with its content.

Teachers will receive their pay recommendation as part of their appraisal feedback. If they are dissatisfied with the recommendation, they should contact the Headteacher to request an appeal within 10 working days of receiving the recommendation. They should provide a written explanation of why their recommendation should be reconsidered.

The Headteacher will review the appraisal and pay recommendation within a reasonable time, and provide a written report to the Governors. A copy of the review/appeal will be sent to the staff member. The Governor's decision on pay is final.

Staff may seek a review if:

- > The framework has been incorrectly applied in relation to their recommendation
- > The recommendation has not given proper regard to the evidence of the staff member's performance
- > The recommendation took account of inaccurate evidence
- > The recommendation is based on unlawful discrimination against the individual

## 11. Concerns about a teacher's performance

If it becomes clear a teacher is having difficulties at any point during the appraisal period, they will be provided with additional support.

This will begin with a meeting with their line manager, where the problem will be discussed and potential solutions identified. A performance improvement plan may be created.

The nature of the support will be based on the individual's circumstances. For example, teachers whose difficulties are linked to a long-term health condition may be referred to the occupational health service. Teachers new to the school may be given a mentor or coach.

The concerns may be of a nature that would usually involve beginning the capability procedure. In these cases, refer to our capability policy.

## **12. Confidentiality**

The appraisal process and relevant documents are strictly confidential. Only staff members who need the information in order to do their jobs will have access to the information.

Appraisal information will be anonymised when information is reported to the governing board.

Appraisal records will be kept securely in the teacher's personnel file.

## **13. Monitoring arrangements**

The Governors will monitor and review the effectiveness of the appraisal arrangements.

This policy will be reviewed every 3 years.

The Governors will be responsible for approving this policy.

## **Appendix 1: appraisal timeline**

