

## SCHOOL TEACHERS' APPRAISAL

### Summary of The Education (School Teachers' Appraisal) (England) Regulations 2012

- The appraisal period will be for 12 months
- Teachers must be informed of the standards against which the teachers performance will be assessed (Teachers Standards published July 2012)
- Set objectives for the teacher
- Objectives that are set must improve the education of pupils and relate to the Improvement Plan priorities (educational provision and performance)
- Appraisers should assess the teachers' professional development needs and identify any action that should be taken to address them
- Appraisers should make recommendations relating to teachers' pay
- The appraiser must provide the teacher with a written report of the teacher's appraisal at the end of the 12 months, which must record assessments and recommendations
  
- The government has, therefore, effectively extended the requirements to audit against national standards to **all** teachers and school leaders as a statutory part of the performance management process.
  
- We will set objectives for all teachers in the following 3 areas:
  - 1) Pupil Progress Objective (1.1 & 1.2)
  - 2) Professional Development Objective – Triad peer observations (1.3, 1.4, 1.5, 1.6, 1.7, 2.1, 2.2 & 2.3)
  - 3) Wider Professional Responsibility Objective – Year group action research project (1.8)
  
- For those teachers with paid responsibility e.g. TLR, HoS, DHT, SENCo ... etc. they will have a Leadership and Management Objective (in place of the Wider Professional Responsibility Objective)
- For those Leaders without a class responsibility they will have an objective for pupil progress, knowledge and understanding and skills (taken from the Leadership Standards Audit)
- For Headteachers/Heads of School/Associate Headteachers they will have an objective for pupil progress (Domain 2) and two objectives related to Domains 1, 3 and 4 – qualities and knowledge, systems and process and self-improving school systems

Synaptic Appraisal – Principal/Headteachers/Heads of School/Associate Headteachers

P1: Teacher's Standards Audit Letter

P2/3: National Standards of Excellence for Headteachers (2015)

P4: Headteacher's Review Statement

P5: Headteacher' Self-evaluation Interview Questions

P6: Objectives

P7: Mid-review

Appraisal for Principals/Headteachers/Heads of School/Associate Headteachers

Stage One, AUDITS – End of July

Appraiser

Set up a Teacher's Standards meeting. Ask for the completed Teacher's Standards Audit Letter (P1), both of you need to have signed this. This informs the Chair of Governors that the appraisee wants to move up to the next point on the Leader's pay scale.

Collect from your appraisee their completed National Standards of Excellence for Headteacher's Self-audit document, P2/3. You both need to have signed this.

Appraisee

Complete P1, sign and give to your appraiser to sign.

Complete P2/3, sign and give to your appraiser to sign.

Stage Two, REVIEW – End of July

Appraiser

Before this meeting takes place you should have in your possession: the Teacher's Standards Audit Letter, P1; the National Standards of Excellence for Headteacher's Self-audit P2/3; the appraisee's Objectives document, P6; and the Mid-Review document, P7.

Discuss the Mid-review document, P7. Discuss if Objectives (P6) have been met. Discuss if Headteacher's Standards have been met .

If the P/HT/HS/AH has not met the standards please refer to the Audit Disagreement Policy (Appendix 1) in the Appendices.

If the P/HT/HS/AH has met the National Standards complete the Review Statement documentation, P4 and make your recommendation relating to the appraisee's pay. This is an important document. The Chair of Governors must have a copy of this so that they can write to the P/HT/HS/AH and inform them that they have met their objectives and the National Standards and are entitled to progress up the Leadership pay scale.

Appraisee

Before this meeting takes place you should have in your possession: a copy of the Teacher's Standards Audit Letter, P1; Your completed copy of the National Standards of Excellence for Headteachers, P2/3; a copy of your Objectives document, P6; and a copy of your Mid-Review document, P7.

With your appraiser discuss your Mid-review document, P7. Discuss if Objectives (P6) have been met. Discuss if the National Standards have been met. Have you met or not met the Leader's Standards? Complete P3 and both sign.

If you have met the National Standards and your objectives then the Review Statement document (P4) can be completed. This is an important document. The Chair of Governors must have a copy of this so that they can write to the P/HT/HS/AH and inform them that they have met their objectives and the National Standards and are entitled to progress up the Leadership pay scale.

If you have not met the standards please refer to the Audit Disagreement Policy (Appendix I) in the Appendices. Your appraiser will go through the Review Statement with you and make a recommendation that you go up one point on the Leadership pay scale, if you are entitled to do so. You should then receive a letter from the Chair of Governors, before school breaks for the summer, informing you of any pay increases.

Stage Three, New Objectives – By mid-December

Appraiser

Before you have this meeting please ensure that your appraisee has completed the Self-evaluation Interview Questions document, P5.

You should have made yourself familiar with your appraisee's P1, P2/3, P4 and any other evidence that may help you to set new objectives.

During the interview you need to keep your talking to a minimum, you are there to listen. Ask your appraisee questions from the Self-evaluation Interview Questions document (P5). Write down any relevant responses/discussion points.

Set 3 objectives together and agree them; they must be challenging.

All Headteachers/Heads of School/Associate Headteachers first objective must relate to how they are going to improve the rate of progress for pupils for reading, writing and maths across the academy (Domain 2). The second and objective must relate to Domains 1, 3 and 4 – qualities and knowledge, systems and process and self-improving school systems. The third objective must be a piece of action research and relate to how they are going to improve outcomes across the trust (Domains 1, 2, 3 and 4).

The Objectives documentation (P6) must be dated and signed with copies given to the P/HT/HS/AH and the Chair of Governors. **Within 5 working days of the meeting you should have provided a draft to the appraisee. Within 10 working days of the meeting you should have provided a final signed document to the Appraisee.** All this must be completed by mid-December.

Appraisee

Before the meeting you should have completed the Self-evaluation Interview Questions document, P5.

Familiarise yourself with your P1, P2/3, P4 documentation.

Your appraiser will ask you coaching questions from P5. You may use your completed H5 as a guide to respond to the questions asked. You will agree 3 objectives together so that P6 can be completed. The first objective must relate to how you are going to improve the rate of progress for pupils for reading, writing and maths across the academy (Domain 2). The second objective must relate to Domains 1, 3 and 4 – qualities and knowledge, systems and process and self-improving school systems. The third objective must be a piece of action research and relate to how you are going to improve outcomes across the trust (Domains 1, 2, 3 and 4).

Within five working days your appraiser should have provided you with a draft of P6 documentation. Within ten working days your appraiser should have provided you with a final copy of P6. This should have been signed and dated by the both of you.

Appraisal for Principals/Headteachers/Heads of School/Associate Headteachers

Stage Four, Mid-review – by the end of February

Appraiser

Arrange a meeting to carry out a mid-review of your appraisee's progress in meeting their 3 objectives. If you have any concerns about lack of progress at this point please have a discussion with the Chair of Governors.

After your meeting complete the Mid-review document, P7 and give it back to your appraisee at least 10 working days after the meeting has taken place. The document should be signed and dated by you and your appraisee.

Appraisee

Go along to a meeting with your appraiser and be prepared to discuss your progress towards achieving your 3 objectives. Bring along any supportive evidence.

After the meeting your appraiser should return the document P7 to you within 10 working days. You should both sign and date the document.



**P1 – TEACHER’S STANDARDS AUDIT LETTER**

<b>Name:</b>
<b>Appraiser:</b>

**Confidential**

	M1	M2	M3	M4	M5	M6	UPS 1	UPS 2	UPS 3	TLR1	TLR2	AH	DH	HoS	OTHER
Current Pay Point															
What point do you think you should be on next year?															

**Leader's Signature:**

**Appraiser's Signature:**

**Date:**

*Please return to your appraiser before your second stage meeting.*

*A copy of this letter must be given to the Chair of Governors.*

## P4: HEADTEACHER'S REVIEW STATEMENT

<i>Principal/Headteacher/ Head of School/Associate Headteacher:</i>
<i>Appraiser:</i>
<i>Date:</i>

### **Objectives**

<i>Objective 1 (related to Domain 2 – pupils and staff )</i>  <i>Reading:</i>  <i>Writing:</i>  <i>Maths:</i>
<i>Met /Not Met:</i>
<i>Evidence:</i>
<i>Objective 2 (related to Domains 1, 3 and 4 – qualities and knowledge, systems and process and self-improving school systems)</i>
<i>Met /Not Met:</i>
<i>Evidence:</i>

*Objective 3 (related to Domains 1, 2, 3 and 4 – qualities and knowledge, systems and process and self-improving school systems), a piece of action research across the trust*

*Met /Not Met:*

*Evidence:*

**Audit Outcomes**

NATIONAL STANDARDS OF EXCELLENCE FOR HEADTEACHERS AUDIT		MET	NOT MET
Domain 1	Qualities and knowledge		
Domain 2	Pupils and staff		
Domain 3	Systems and process		
Domain 4	Self-improving school system		

<i>Recommendation on pay progression</i>	<i>From L:</i>	<i>To L:</i>
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*Leaders Comments:*

<i>Principal/Headteacher/ Head of School/Associate Headteacher: signed:</i>	<i>Date:</i>
<i>Chair of Appraisal Review signed:</i>	<i>Date:</i>





## P5: SELF- EVALUATION

Principal/Headteacher/ Head of School/Associate Headteacher:	Signed:
Appraiser:	Signed:
Date:	

Before the meeting, you need to have examined: The National Standards of Excellence for Headteachers 2015; the improvement plan; your most recent job description; records of your successes last year; and your evaluation of last year's work.

### **SELF-EVALUATION OF MY PERFORMANCE**

1: What have you done during the past twelve months that has been successful?
2: What makes you think that the things that you have done went well?
3: What aspects of your work do you want to develop further?
4: What possibilities for actions do you see? (following on from 3)
5: What do you need to do in order to become more effective?
6: What do you want to achieve in terms of your professional development during the coming year (using your audit of the Leaders' Standards as a guide)?
7: What objectives do you want to set yourself for this academic year? <ul style="list-style-type: none"><li>• One must relate to <i>pupil progress for reading writing and maths (Domain 2)</i></li><li>• One must relate to <i>qualities and knowledge, systems and process and self-improving school systems (Domains 1,3 and 4)</i></li><li>• One must relate to <i>qualities and knowledge, pupils progress for reading writing and maths, systems and process and self-improving school systems (Domains 1,2, 3 and 4) – must be a trust action research project</i></li></ul>



## P6: OBJECTIVE 1

Principal/Headteacher/ Head of School/Associate Headteacher:	Signed:
Appraiser:	Signed:
Date:	

Objective 1 - Pupil Progress across the academy (Domain 2)

Reading:

Writing:

Maths:

Agreed Action (P/H/HS/AH responsibility)

Agreed Support (Governor's responsibility)

Impact Measures



## P6: OBJECTIVE 2

Principals/Headteacher/ Head of School/Associate Headteacher:	Signed:
Appraiser:	Signed:
Date:	

Objective 2 - Qualities and knowledge, systems and process and self-improving school systems (Domains 1,3 and 4)

Agreed Action (P/H/HS/AH responsibility)

Agreed Support (Governor's responsibility)

Impact Measures



### P6: OBJECTIVE 3

Principal/Headteacher/ Head of School/Associate Headteacher:	Signed:
Appraiser:	Signed:
Date:	

Objective 3 - Qualities and knowledge, pupil progress across the academy, systems and process and self-improving school systems (Domains 1,2, 3 and 4) – action research project across the trust

Agreed Action (P/H/HS/AH responsibility)

Agreed Support (Governor's responsibility)

Impact Measures

## P7: MID-REVIEW

Leader:	Signed:
Appraiser:	Signed:
Date:	

What was it that you wanted to improve?		
OBJECTIVE 1	OBJECTIVE 2	OBJECTIVE 3

What changes have you made so far?		
OBJECTIVE 1	OBJECTIVE 2	OBJECTIVE 3a

What further actions will you take?		
OBJECTIVE 1	OBJECTIVE 2	OBJECTIVE 3

What further support will you need?		
OBJECTIVE 1	OBJECTIVE 2	OBJECTIVE 3

What evidence will demonstrate that you have been successful?		
OBJECTIVE 1	OBJECTIVE 2	OBJECTIVE 3

Has this objective been met/partially met/fully met?	Has this objective been met/partially met/fully met?	Has this objective been met/partially met/fully met?
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***Is this person on track to meeting their objectives?      Yes/No***

## APPENDIX 1

### APPRAISAL: AUDIT DISAGREEMENT POLICY

#### CONDUCTING AN AUDIT OF PRACTICE AGAINST THE TEACHERS' STANDARDS TO IDENTIFY PRIORITIES FOR THE FORTHCOMING PERFORMANCE MANAGEMENT CYCLE

<p><b><u>Stage 1</u></b> Initial audit by practitioner and school working independently</p>	<p>Use the audit sheets provided Practitioner self-assesses against relevant standards School assessment conducted by appraiser</p> <p>No text required – just ticks in boxes Where standards are identified as possibly not met, a separate audit sheet is completed setting out the underlying evidence. This is not given to the teacher (who just gets the tick box version) but will be available for the appraiser to take to the professional dialogue meeting</p>
<p><b><u>Stage 2</u></b> Audits exchanged</p>	<p>This identifies areas of agreement and focuses the forthcoming professional dialogue on areas where there is disagreement. Teacher has a week to prepare evidence to take to this meeting</p>
<p><b><u>Stage 3</u></b> Professional Dialogue between reviewer and reviewee</p>	<p>The appraiser and teacher meet to consider evidence. Where disagreement remains about whether or not a standard is met, the matter is referred to the headteacher/principal/chair or governors for decision in the interests of consistency</p>
<p><b><u>Stage 4</u></b> Decision</p>	<p>Practitioner notified of the outcome in writing</p>
<p><b><u>Stage 5</u></b> Appeal</p>	<p>Practitioner may follow normal school appeal procedures if dissatisfied</p>
<p><b><u>Stage 6</u></b> Appropriate PM objectives agreed</p>	<p>Standards that a practitioner is paid to meet should automatically turn into objectives</p> <p>For teachers:</p> <p>Whether or not aspirational standards turn into objectives depends on the teacher's decision on whether or not to press ahead with preparation for e.g. threshold assessment</p>

