

Teacher Appraisal and Capability Policy Review

Kay Hardiman and Estelle Conran

November 2018

The Teacher Appraisal and Capability Policy was reviewed by Kay Hardiman and Estelle Conran on 19 November 2018.

Kay and Estelle met with David Scott, Headteacher and Anna Knott, Assistant Headteacher (Staff Development).

3 Teacher Appraisal forms had been selected for review in the meeting.

The policy was discussed and the following key points identified:

An average of 3 appraisals would be conducted by one teacher which was felt manageable.

Teachers were advised of how to carry out an appraisal in their Induction and although there was no formal training for this, Anna Knott had an open door policy and would often offer support / guidance when needed.

The timing of the appraisal system had been reframed in the last 2 years to a Part A and Part B to give more space for reflection between objectives being set and reviewed and this was working well.

The Comments section at the end of the appraisal form had also been changed to introduce a question about how the staff felt in terms of their wellbeing at work. This was felt by all to be a very positive addition.

Links to pay reviews were discussed and it was decided it might be worth looking to amalgamate the pay review policy with this policy.

Observations and “pop ins” were explained as a useful part of the reviewing process which teachers were used to.

Teachers would sometimes request a different appraiser which Anna would manage where possible.

The appraisal forms brought to the meeting showed a scope of difference but were all very positive. It was suggested it would be helpful to see a less positive review but it was felt this would be a difficult thing to request of a teacher who was in that position.

The capability procedure was discussed. It had been over 5 years since a teacher had been in this situation and David explained that the appraisal system meant there was plenty of opportunity for intervention before a teacher reached this stage.

It was noted that there were no opportunities within the review process for staff to give feedback on the appraisal process itself. It was agreed that this would be added as a question on the staff annual questionnaire.

In conclusion, the governors found the policy to be robust and fit for purpose, with one action in relation to staff feedback on the process. We confirm that the policy is in effective operation across the school.

The governors would like to thank David, Anna and staff involved for their time and generosity in supporting the review process.