

# Testwood School Staff Performance Management Review Policy



Key Responsibility area:	TW
Last Review:	May 2024
Next Review:	May 2025

## Revision History

Version	Date	Amendments	Initials
V1.2018	20.06.18	Combined teaching and support staff into one policy	JB
V2.2019	27.11.19	Updated	JP
V3 2020	05.05.20	Governors changed to Trustees	JB
V4 2020	10.11.20	Covid Update	JP
V5 2021	07.07.21	Revert to line manager reviewers for teachers	JP
V5.1 2022	23.03.22	Removed reference to Appendices	JB
V6.0 2022	17.05.22	Covid Update removed	JB
V7.0 2023	05.05.23	Revised dates	JP
V7.1 2024	08.05.24	Key responsibility changed to TW and revision dates updated	TW

## A) Principles

At Testwood School we believe that all staff, both teaching and support, have the right to a thorough, formal and regular performance review. This will provide an opportunity for individual performance planning and review. It will help to motivate staff and bring about school improvement. We believe the effective contribution of staff is essential to the success of Testwood School.

Every member of staff will take their own professional learning seriously and will commit wholeheartedly to this policy.

Every reviewer will work with their reviewee and set targets which provide scope for development and school improvement.

## B) Purpose

- 1) To celebrate the contribution individuals make to the success of Testwood School.
- 2) To identify developmental learning opportunities that will help achieve agreed objectives.
- 3) To assist our self-evaluation process.
- 4) To help realise the professional and personal aspirations of our staff.
- 5) To facilitate a sustained professional dialogue between reviewer and reviewee throughout the year.
- 6) To provide evidence for Trustees to annually review salary scales.
- 7) To ensure that targets are set which are realistic yet challenging and will lead to whole school improvement.
- 8) To ensure there is fairness, openness and clarity about the process.
- 9) A vehicle for realizing the vision of the school and the professional and personal aspirations of those who work here.

### **C) Outcomes**

- 1) Every member of teaching staff will have a meeting with their reviewer who will be their primary line manager or delegated middle leader/senior leader to agree targets.
- 2) Teaching staff with responsibilities in curriculum and pastoral or other areas are encouraged to share their targets with both line managers.
- 3) Every member of support staff will have a reviewer to agree targets.
- 4) Within the cycle, starting in September and ending in August, they will have a review meeting which will review progress against targets and set new goals.
- 5) The Headteacher will moderate the teacher targets with members of SLT once they are all set. The Headteacher will provide performance data for the teaching staff from 4Matrix.
- 5) The Headteacher will review all **“review and planning statements.”**
- 6) Headteacher and Trustees will review pay progression based on this.
- 7) Two working practice documents are in existence to support this policy overview. Both are in line with Hampshire Manual of Personnel Practice – They are Model Performance Management Policy (which gives detail of the procedures) and School MIS Performance Management System.

### **D) Responsibilities**

- 1) The Trustees will be responsible for the Headteacher’s performance review, supported by an Independent Partner where necessary.
- 2) The Headteacher will decide the reviewers for each member of staff based on their position on the pay scale.
- 3) The support staff will be allocated a reviewer
- 4) The teaching staff will be allocated a reviewer
- 5) The reviewer (for support staff) will:
  - i. Agree targets
  - ii. Conduct an interim review
  - iii. Conduct a final review

### **E) Timescale**

- 1) The process will run from September to September
- 2) Year 1 – Autumn Term – initial meeting and objective setting.
- 3) January – April – implementation and interim review – reviews to Headteacher as per school review cycle.
- 4) September – October Final review completed. To Headteacher by autumn half term.

This timescale will allow for pay progression to be dealt with by SP&PP Committee at a November meeting.

Where pay progression is due, the final review should note the totality of performance and contribution, not just progress against objectives.

### **F) Appeals**

- 1) Any reviewee may appeal to the Headteacher about their appointed reviewer.
- 2) Where agreement cannot be reached on objectives or review statement this will be referred to the Headteacher.
- 3) Decisions relating to pay progression may be appealed against and will be heard by Staffing Performance and Pay Panel (SP&PP)

### **G) Review**

- 1) The Headteacher will report annually on the effectiveness of the policy to the SP&PP at the autumn term meeting.
- 2) The SP&PP will review the policy annually.
- 3) The Trustees will ratify the policy annually based on recommendations from the SP&PP.