

PERFORMANCE MANAGEMENT APPENDIX – SUPPORT STAFF

(See pg. 6-7 for an abridged appraisal form)

Appendix 1. Self-Assessment Appraisal Form – (Support Staff Only)

The Self-Assessment Appraisal Form should be used by Support staff to self-appraise their performance at each stage of the performance management cycle. This exercise should be carried out in advance of the appraisal meeting to identify standards already meet and areas for development. Where there are development needs this should form part of the discussion at appraisal and incorporated into the objectives on the Appraisal form (appendix 3).

Members of staff are not expected to present portfolios of evidence to support their self-appraisal but reference can be made to key documentation or data. Where there are identified development needs, it is important to ensure that specific training and support is agreed at the appraisal meeting.

Name (Appraisee)		Job Title	
Name (Appraiser)		Job Title	
Date of Review		Annual/ Mid Year Review	Date of previous meeting

Review against support standards as set out by department

* Key

1 – exceeds

2 – met

3 – not meet

Standards (Exemplification)	Employee rating	Employee Comments	Manager rating	Appraiser Comments	Agreed rating	General Comments

Summary of performance over the past period			
Please provide			
Appraisee/ Employee Comments		Appraiser/ Employer Comments	
What has gone well?	What could have been improved?	What has gone well?	What could have been improved?

Review of role and job description
Have any parts of your job changed over the past year or compared to your job description?

Appendix 2: Self-Assessment Appraisal Form – Personal and Professional Conduct (All Staff)

A member of staff is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes, which set the required standard for conduct for staff employed at the Trust. This exercise should be carried out in advance of the appraisal meeting to identify standards already met and areas for development. Where there are development needs this should form part of the discussion at appraisal and incorporated into the objectives on the Appraisal form (Appendix 3).

Review Against Personal and Professional Conduct (All Staff)						
* Key 1 – exceeds 2 – met 3 – not meet						
Personal and Professional Conduct	Employee rating	Employee Comments	Manager rating	Appraiser Comments	Agreed rating	General Comments
Staff uphold public trust in their profession and maintain high standards of ethics and behaviour, within and outside school, by: Treating pupils/staff with dignity, building relationships rooted in mutual respect,						

<p>and at all times observing proper boundaries appropriate to staff's professional position.</p> <p>Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.</p> <p>Showing tolerance of and respect for the rights of others not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.</p> <p>Ensuring that personal beliefs are not expressed in ways, which may exploit an individual's vulnerability or might lead them to break the law.</p>						
<p>Staff must have proper and professional regard for the ethos, policies and practices of the school in which they teach and or support the school, and maintain high standards in their own attendance and punctuality</p>						
<p>Staff must have an understanding of, and always act within, the statutory frameworks, which set out their professional duties and responsibilities</p>						

Appendix 3: – Objective setting for the forthcoming performance period – to be discussed at the meeting between the staff member and line manager

Name (Appraisee)		Job Title	
Name (Appraiser)		Job Title	
Date of Review		Annual/ Mid Year Review	Date of previous meeting

Targets to be set for forthcoming performance period that are linked to Trust Development Plan and any development needs identified in appendix 1/2.

Objective Setting - EMPLOYER Targets/Goals for the employee – linked to the Trust Development/Improvement Plan		
Employer Objectives	Target Achievement Date	Measurement – How will we know it has been achieved?
1		
2		
3		

Objective Setting – EMPLOYEE’s own Targets/Goals		
Employee Objectives	Target Achievement Date	Measurement – How will we know it has been achieved?
1		
2		
3		

Appendix 4: – Support and Development

Health, wellbeing and development
Is there anything further that the Academy can do to support your health and wellbeing? i.e. adjustments, counselling, support, flexible working

Training and career development
Review current CPD received or offered over the past period

Discuss your career aspirations and future plans – what are your short/medium/long term career plans?
Identification of training, development and CPD required to meet the above and the Academy's ambitions and goals

Adjustments		
Do you have a disability under the DDA Act?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have your personal circumstances changed requiring further adjustments to be provided by Academy for you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you require any further adjustments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Details:		

Appraisee feedback
Please provide feedback for the Academy in terms of areas of strengths and areas for improvements

Next Review
Planned date for next review:

Signatures	
Appraisee:	Date:
Appraiser/ Line Manager:	Date:

ABRIDGED APPRAISAL FORM (Support Staff Only)

Name (Appraisee)		Job Title	
Name (Appraiser)		Job Title	
Date of Review		Annual /Mid Year	Previous review date

Summary of performance over the past period

Please provide

Appraisee/ Employee Comments		Appraiser/ Employer Comments	
What has gone well?	What could have been improved?	What has gone well?	What could have been improved?

Review of role and job description

Have any parts of your job changed over the past year or compared to your job description?

Objective Setting - AGREED Targets/Goals for the employee – linked to the Trust / School Development/Improvement Plan		
Employer Objectives	Target Achievement Date	Measurement – How will we know it has been achieved?
1		
2		
3		

Health, wellbeing and development
Is there anything further that the Academy can do to support your health and wellbeing? i.e. adjustments, counselling, support, flexible working

Adjustments		
Do you have a disability under the DDA Act?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have your personal circumstances changed requiring further adjustments for you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you require any further adjustments? Details:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Training and Career Development
Identification of training, development and CPD required to meet the above and the Academy's ambitions and goals

Appraisee feedback
Please provide feedback for the Academy in terms of areas of strengths and areas for improvements

Next Review
Planned date for next review:

Signatures	
Appraisee:	Date:
Appraiser:	Date:
Line Manager:	Date: