



Walter Infant School and Nursery

TEACHER PERFORMANCE MANAGEMENT POLICY

Version	DATE	DESCRIPTION
1	Sept 2013	Unions and Notes by Nicola Barlow
2	April 2016	Some commentary removed and links updated. Union logos removed. No key changes to policy.
2.1	April 2017	Adopted by Walter Infant School and Nursery FGB
2	September 2023	Title changed from Performance Management Policy to Performance Management Policy

Review Date: Autumn 2026 (every three years)

PURPOSE

This procedure sets out how Walter Infant School and Nursery and Nursery will improve outcomes for children, and raise the morale of teachers, by motivating teachers to up-date their skills and improve their performance.

The Performance Management procedure will also be used to address any concerns that are raised about a teacher's performance. If concerns are such that they cannot be resolved through the Performance Management process, there will be consideration of whether to commence the capability procedure. The Performance Management procedure at Walter Infant School and Nursery is directly linked to performance management and professional development.

APPLICATION OF THE PERFORMANCE MANAGEMENT POLICY

This policy applies to the head teacher and to all qualified teachers employed at Walter Infant School and Nursery, except those on contracts of less than one term and those undergoing induction (*i.e.*, *ECTs*) or teachers on capability procedures.

Performance Management at Walter Infant School and Nursery will be a supportive and developmental process designed to ensure that all teachers have the skills and support they need to carry out their role effectively. It will help to ensure that teachers are able to continue to improve their professional practice and to develop as teachers.

THE PERFORMANCE MANAGEMENT PERIOD

The Performance Management period will run for 12 months, normally from September to September.

Teachers who are employed on a fixed term contract of less than one year will have their performance managed in accordance with the principles underpinning this policy. The length of the period will be determined by the duration of their contract.

Where a teacher starts their employment at Walter Infant School and Nursery part-way through a cycle, the head teacher or, in the case where the employee is the head teacher, the Governing Body shall determine the length of the first cycle for that teacher, with a view to bringing his/her cycle into line with the cycle for other teachers as soon as possible.

Where a teacher transfers to a new post within Walter Infant School and Nursery part-way through a cycle, the head teacher or, in the case where the employee is the head teacher, the Governing Body shall determine whether the cycle shall begin again and whether to change the Performance Manager. The recommendations for pay determinations must be made by 31st October (for teachers whose pay progression is contingent on performance) and by 31st December for head teachers). Arrangements for those on fixed term contracts reflect the regulations. The

Performance Management period can be lengthened or shortened appropriately when teachers join or leave the school.

APPOINTING PERFORMANCE MANAGERS

All teachers at Walter Infant School and Nursery, other than those appraising head teachers, will be appraised by the head teacher, unless the head teacher specifically chooses an alternative Performance Manager.

Head Teacher

The head teacher will be Performance Managed by the Governing Body, supported by a suitably skilled and/or experienced external adviser who has been appointed by the Governing Body for that purpose.

The task of performance managing the head teacher, including the setting of objectives, will be delegated to a sub-group consisting of normally three members of the Governing Body.

Where a head teacher is of the opinion that any of the governors appointed by the Governing Body is unsuitable to act as his/her Performance Manager, s/he may submit a written request for that governor to be replaced, stating the reasons for the request.

SETTING OBJECTIVES

The setting and agreement of objectives is fundamentally important to the effective operation of a performance management system that aims to link individual performance to pay progression. The job description can be a particularly useful place to begin the process of identifying relevant objectives for each individual job holder. However, the job description is just one 'reference document' that can be helpful context to the process of setting and agreeing objectives. Other useful 'reference documents' may include the school improvement plan, the school's business plan, the Ofsted School Inspection Report and the Teachers' Standards.

Objectives should also be fair and equitable when judged across employees with similar roles and responsibilities. However, Performance Management objectives will normally become more challenging as a teacher progresses up the pay scales.

The head teacher's objectives will be set by the Performance Management sub-group of the Governing Body after consultation with the external adviser and the head teacher.

For all teachers, objectives will be set before or as soon as practicable after, the start of each Performance Management period. The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to the appraisee's role and level of experience. In setting the objectives, reviewers will have regard to what can reasonably be expected in the context of roles, responsibilities and experience, consistent with the school's strategy for achieving a

work/life balance for all staff. Appraisees may at any point append their comments alongside their objectives.

The Performance Manager and appraisee will seek to agree the objectives. Objectives may be revised if circumstances change. The school operates a system of moderation to ensure that all Performance Managers are working to the same standards. Targets will be moderated across the school to ensure that they are consistent between teachers with similar experience and levels of responsibility. Should the objectives not be agreed, the final decision on allocation of objectives rests with the head teacher.

The agreed objectives will contain a description of what success may look like. Where use of numerical targets is appropriate, these will be reasonable, in the circumstances in which the teacher works and it will be recognised that factors outside teachers' control may significantly affect success.

Setting more than three objectives, or, for example, using sub-targets, can lead to teachers experiencing unreasonable workload and pressure, making the objectives more difficult to achieve. Therefore, other than in exceptional circumstances, no teacher will be given more than three objectives.

The objectives set for each teacher are intended to contribute to the school's plans for improving the school's educational provision and performance and improving the education of pupils at that school and will consider the professional aspirations of the teacher.

The Performance Manager will consider the effects of an individual's circumstances, including any disability, when agreeing objectives. For example, this might include a reasonable adjustment to allow an individual slightly longer to complete a task than might otherwise be the case. When staff return from a period of extended absence, objectives may be adjusted to allow them to readjust to their working environment. Objectives will be set out in a planning statement, along with details of any training and support which have been agreed. The planning statement should also specify the evidence that will be collected to support the review of performance including details of the arrangements for task or classroom observation, where relevant.

TEACHERS' STANDARDS

Under the Performance Management arrangements that took effect from 1 September 2013, the performance of all teachers, regardless of their career stage, is assessed against the Teachers' Standards. The standards define the minimum level of practice expected of trainees and teachers from the point of being awarded QTS.

The standards against which performance must be assessed in respect of a teacher are the set of standards articulated in the Teachers' Standards document and any other set of standards relating to teachers' performance published by the secretary of state as the governing body or head teacher determine as being applicable.

In order to meet the Teachers' Standards, a teacher will need to demonstrate that their practice is consistent with the definitions set out in Part 1 (Teaching) and Part 2 (Personal & Professional Conduct).

A full version of the Teachers' Standards can be found at <https://www.gov.uk/government/publications/teachers-standards>

Walter Infant School and Nursery will not have a limit to the number of objectives, however, it will be usual to have an objective relating to targets for progress and attainment, a team/school objective and an objective relating to continuous professional development (CPD).

GATHERING THE EVIDENCE

As part of the overall Performance Management process, it will be critically important for all members of staff who are subject to the school's staff Performance Management policy to be clear about the evidence that will be required by their Performance Manager to enable the Performance Manager to assess their performance and make a substantiated and evidence-based pay recommendation to the 'decision maker'.

Judgements relating to performance should be supported by evidence, agreed at the beginning of the performance cycle. Evidence should show and demonstrate a contribution towards:

- an increasing positive impact in pupil progress;
- an increasing impact on wider outcomes for pupils;
- improvement in specific elements of practice, e.g. lesson planning;
- an increasing contribution to the work at the school;
- an increasing impact on the effectiveness of staff.

The evidence gathered by a member of staff will largely be determined by the nature and scope of the agreed objectives and / or the Teachers' Standards. Examples of evidence may include:

- classroom observations
- task observations
- reviews of assessment results
- reviews of lesson planning records
- internal tracking
- moderation within and across schools
- pupils' Voice
- parents' Voice
- head teachers' walkabouts
- evidence supporting progress against Teachers' Standards

PAY PROGRESSION LINKED TO PERFORMANCE

The governing body must consider annually whether or not to increase the salary of teachers who have completed a year of employment since the previous annual pay determination and, if so, to what salary within the relevant pay ranges.

All pay recommendations should be clearly attributable to the performance of an employee.

The relevant body must decide how pay progression will be determined, subject to the following:

- The decision, whether or not to award pay progression, must be related to a teacher's performance.
- A pay recommendation must be made in writing as part of a teacher's annual Performance Management report.
- Where a teacher is not subject to either the 2012 or the 2011 regulations, the relevant body must determine through what process the teacher's performance will be assessed and a pay recommendation made for the purposes of making its decision on pay.
- Continued good performance, as defined by an individual school's pay policy, should give a classroom or an unqualified teacher an expectation of progression to the top of their respective pay ranges.
- A decision may be made not to award pay progression, whether or not the teacher is subject to capability proceedings.

The teacher will receive as soon as practicable following the end of each Performance Management period – and have the opportunity to comment on - a written Performance Management report. The Performance Management report will include:

- details of the teacher's objectives for the Performance Management period in question;
- an assessment of the teacher's performance of their role and responsibilities against their objectives, and against the relevant standards;
- an assessment of the teacher's training and development needs and identification of any action that should be taken to address them;
- a recommendation on pay where that is relevant (N.B. – pay recommendations need to be made by 31 December for head teachers and by 31 October for other teachers);
- a space for the teacher's own comments;

A review meeting will take place, during the Summer Term, to discuss the content of the report and any further action required and to inform objective setting for the next cycle.

The assessment of performance and of training and development needs will inform the planning process for the following Performance Management period.

To move up the main pay range, one point at a time, teachers will need to have made good progress towards achieving their objectives and have demonstrated that they are competent in all elements of the Teachers' Standards. Teaching should be 'good', as defined by Ofsted.

If the overall Performance Management evidence shows that a teacher has demonstrated exceptional performance, the governing body will consider awarding enhanced pay progression, up to a maximum of two reference points. Teaching should be 'outstanding', as defined by Ofsted.

The value of the pay points will include any uplift to the national pay framework for the corresponding September.

The Governing Body has agreed the pay policy of the school and has considered the implications of the Performance Management policy with respect to the arrangements relating to teachers' pay in accordance with the *STPCD*. The Governing Body will ensure that decisions on pay progression are made by 31 December for head teachers and by 31 October for other teachers.

OBSERVATION

The effective and efficient operation of the Performance Management process requires lesson observations to be a confidential process of constructive engagement within an atmosphere of support and co-operation.

Accordingly, observations will be carried out in a supportive fashion, with professionalism, integrity and courtesy, will be evaluated objectively and reported accurately and fairly and will take account of particular circumstances which may affect performance on the day.

At least five working days' notice of the date and time of the observation will be given and verbal feedback provided at least by the end of the next school day and written feedback within 5 working days, unless circumstances make this impossible.

Classroom observations will be carried out by qualified teachers.

For the purposes of Performance Management, teachers' performance will be observed on an appropriate and reasonable number of occasions and will, as far as possible, be agreed by the Performance Manager with the appraisee based on the individual circumstances of the teacher and the overall needs of the school. The number and duration of Performance Management observations will be in accordance with the Walter Infant School and Nursery observation protocol, which includes provision for exceptional circumstances where concerns have been raised about a teacher's performance, or where the teacher requests additional observation visits.

Head teachers or other leaders with responsibility for learning and teaching standards may 'drop in' or undertake other observations to evaluate the standards of

teaching and learning and to ensure that high standards of professional performance are established and maintained. The length and frequency of 'drop in' or other observations, and the notice to be given, will vary depending on specific circumstances, such as school tours.

For the purpose of professional development, feedback about lesson observations should be developmental, not simply a judgement using Ofsted grades.

Walter Infant School and Nursery will use the findings of each observation, including Performance Management observations, for other management requirements (for example subject area reviews), thereby seeking to minimise the total number of occasions on which a teacher is observed.

Teachers (including the head teacher) whose posts have responsibilities outside the classroom should also expect to have their performance of those responsibilities observed and assessed.

The 2012 regulations have removed the prescription around classroom observations and Walter Infant School and Nursery have adopted a triangulated approach to monitoring and performance management; we will look at all elements of teaching practice, including the children's books, planning, learning environments, the teachers standards and classroom observations. There will be up to three performance management (Performance Management) observations each year; these will be followed by verbal and written feedback..

DEVELOPMENT AND SUPPORT

Performance Management is a supportive process which will be used to inform continuing professional development. The school wishes to encourage a culture in which all teachers take responsibility for improving their teaching through appropriate professional development, through peer observation for example. Professional development will be linked to school improvement priorities and to the on-going professional development needs and priorities of individual teachers.

An account of the training and development needs of teachers including the instances where it did not prove possible to provide any agreed CPD, will form a part of the head teacher's annual report to the Governing Body about the operation of the Performance Management process in the school.

With regard to the provision of CPD in the case of competing demands on the school budget, a decision on relative priority will be taken with regard to the extent to which:

- (a) the training and support will help the school/academy to achieve its priorities; and
- (b) the CPD identified is essential for an appraisee to meet their objectives.

Account will be taken in a review meeting of where it has not been possible for teachers to fully meet their performance criteria because the support recorded in the planning statement has not been provided.

FEEDBACK/TEACHERS EXPERIENCING DIFFICULTIES

Teachers will receive constructive feedback on their performance throughout the year and as soon as practicable after observation has taken place or other evidence has come to light. Feedback will highlight particular areas of strength as well as any areas that need further development. At least one interim review meeting will be held during the Performance Management year for all teachers.

Where there are concerns about any aspects of the teacher's performance the Performance Manager will arrange to meet the teacher to:

- give clear feedback to the teacher about the nature and seriousness of the concerns;
- give the teacher the opportunity to comment and discuss the concerns;
- agree any support (e.g. coaching, mentoring, structured observations), that will be provided to help address those specific concerns;
- make clear how, and by when, the Performance Manager will review progress (it may be appropriate to revise objectives, and it will be necessary to allow sufficient time for improvement. The amount of time is up to the school but should reflect the seriousness of the concerns)
- explain the implications and process if no – or insufficient – improvement is made.

Following the meeting the teacher will be given a document summarising the points above.

When progress is reviewed, if the Performance Manager is satisfied that the teacher has made, or is making, sufficient improvement, the Performance Management process will continue as normal, with any remaining issues continuing to be addressed through that process.

Transition to Capability

If the Performance Manager is not satisfied with progress, the teacher will be notified in writing that the Performance Management system will no longer apply and that their performance will be managed under the capability procedure, and will be invited to a formal capability meeting.

APPEALS

Appraisees have a right of appeal against any of the entries in the written Performance Management report. Details of the appeals process are available from the head teacher or from the school Governing Body. Where the head teacher has not been recommended for pay progression he/she will be informed by the appropriate governor. The head teacher will notify any teacher who has not been recommended for pay progression of the date when the Governing Body meets to consider pay recommendations, following which the teacher (and head teacher when the head has not been recommend for pay progression) may exercise the right of appeal, assisted by a companion who may be a colleague, a trade union official or a trade union representative.

GENERAL PRINCIPLES UNDERLYING THIS POLICY

ACAS Code Of Practice on Disciplinary and Grievance Procedures

The conduct of the formal capability stage will be undertaken in accordance with the provisions of the *ACAS Code of Practice*.

Consistency of Treatment and Fairness

The Governing Body is committed to ensuring consistency of treatment and fairness and will abide by all relevant equality legislation.

SICKNESS

If long term sickness absence appears to have been triggered by the commencement of monitoring or a formal capability procedure, the case will be dealt with in accordance with the school's absence policy and will normally be referred to the occupational health service to assess the member of staff's health and fitness for continued employment and the appropriateness or otherwise of continuing with monitoring or formal procedures. In some cases, it may be appropriate for formal procedures to continue during a period of sickness absence. However, the views of the occupational health physician will always be considered before a decision is reached.

GRIEVANCES

Where a member of staff raises a grievance during the Performance Management or capability process, the Performance Management or capability process may be temporarily suspended in order to deal with the grievance. Where the grievance and Performance Management or capability cases are related it may be appropriate to deal with both issues concurrently.

CONFIDENTIALITY AND PROFESSIONAL RELATIONSHIPS

The Performance Management and capability processes will be treated with confidentiality. Only the Performance Manager's line manager or, where s/he had more than one, each of her/his line managers will be provided with access to the appraisee's plan recorded in her/his statements. This will be done upon request and only where this is necessary to enable the line manager to discharge her/his line

management responsibilities. Appraisees will be consulted on requests for access to statements in the context of this policy.

The process of gathering evidence for performance review will not compromise normal professional relationships between teachers. The Governing Body recognises that the reviewer will consult with, and seek to secure the agreement of, the reviewee before seeking information from other colleagues about the work of the reviewee.

However, the desire for confidentiality does not override the need for the head teacher and Governing Body to quality-assure the operation and effectiveness of the Performance Management system. The head teacher or appropriate colleague might, for example, review all teachers' objectives and written Performance Management records personally – to check consistency of approach and expectation between different Performance Managers. The head teacher might also wish to be aware of any pay recommendations that have been made.

MONITORING AND EVALUATION

The Governing Body and head teacher will monitor the operation and effectiveness of the school's Performance Management arrangements.

The head teacher will provide the Governing Body with a written report on the operation of the school's/academy's Performance Management and capability policies annually. The report will not identify any individual by name. The report will include an assessment of the impact of these policies on:

- Race
- Sex
- Sexual Orientation
- Disability
- Religion and Beliefs
- Age
- Part-time Status
- Maternity and Pregnancy

The head teacher will report on whether there have been any appeals or representations on an individual or collective basis on the grounds of alleged discrimination. There is no requirement to provide an impact assessment for the purposes of monitoring Equality.

RETENTION

The Governing Body and head teacher will ensure that all written Performance Management records are retained in a secure place for six years and then destroyed.

To be read alongside:

Code of Conduct @ Walter Infant School and Nursery

Anti-bullying and Equality Policy

Teaching and Learning Policy

Teachers Standards

Pay Policy