

Support Staff Appraisal Policy

NOVEMBER 2013

The Purpose of the Appraisal:

To improve the quality of education for the pupils and to provide information to management to assist them in ensuring that training and deployment matches the needs of staff and school.

Appraisers:

- Grade 1 Teaching Assistants will be appraised by a Senior Teaching Assistant
- Grade 2 and Senior Teaching Assistants by a Department Co-Ordinator, Headteacher or Deputy
- Business Manager by the Headteacher
- Administration staff by the Office Manager
- Finance Assistant/IT Network & Development Manager/Site Manager/Office Manager by the Business Manager
- Assistant Caretaker/Lettings Caretakers/Cleaners by the Site Manager
- Midday Supervisors by the Deputy Headteacher

Appraisals process:

For Teaching Assistants:

Appraisals should be an on-going process and not just restricted to the yearly meeting. Any concerns or issues should be discussed as they arise within the class team. If additional support is needed this can be provided by a TA3 who will ensure the matter is documented so that it can be resolved and if necessary referred to the Leadership Team.

1. The Appraiser to give out the self-review form and agree a date for the interview. The self-review form is an opportunity for the staff to reflect on their own work and should be completed and returned to the Appraiser at least 2 days prior to the interview.

For TA1's the Appraiser will ask for feedback from the TA's class teacher and TA2.

For TA2's the Appraiser will ask for feedback from the class teacher and a randomly selected TA1 from the class.

For TA3's the Appraiser will ask the Department Head, class teacher, a randomly selected class TA1 and a randomly selected TA2 from the department.

The feedback will be in the form of a standardised questionnaire based on the National Occupational Standards for supporting teaching and learning in schools. More information on these standards can be found at www.tda.gov/nos or please ask a TA3.

2. Appraisal interview to take place (as below).

Premises and Administration Staff:

1. The Appraiser to give out a self-review form and agree a date for the interview. The self-review form is an opportunity for staff to reflect on their own work and should be completed and returned to the reviewer at least 2 days prior to the interview.
2. Appraisal interview to take place (as below).

Appraisal interview

Using the feedback received and the self-review forms, the interview will provide an opportunity for a two way dialogue. Areas for discussion will include:

- recognising and celebrating achievements;
- identifying areas for development;
- Identifying training needs which meet your professional development needs and also the needs of the school; and
- future plans.

The Appraiser will write up the appraisal statement and give a copy to the staff member. If he/she is happy that the statement is a true and accurate reflection of the interview, both parties should sign the statement. If the staff member wishes any changes to be made to the statement these should be discussed with the Appraiser. An additional meeting can be arranged if necessary. A revised statement with any mutually agreed changes will then be completed by the Appraiser for signing by both parties.

The staff member will retain a copy of the agreed statement and a copy will go to the Headteacher for retention in their school file. The appraisal process will remain confidential unless information needs to be shared for the purposes of professional development or to ensure the needs of the children are being met.

Midday Supervisors and Cleaners:

Completed once a year as a group.

1. The reviewer will give out self-evaluation forms.
2. A group discussion will be held based on the forms.
3. The group will be asked to discuss two further statements.
4. Forms collected and action points noted.