

Appraisal & Performance Management Policy

Overview

At least once a year every member of staff will have an appraisal where their performance is reviewed. Where appropriate, they will be set targets for improvement. Appraisal will be central to the Staff Development Policy and will be used to identify and agree appropriate opportunities for training and development.

Objectives

1. To appraise the performance of each member of staff and to praise them for their contributions to the successes of Beacon Education Partnership Ltd.
2. To use all the evidence gathered through the Beacon self-evaluation strategy to underpin the appraisal process.
3. To give each member of staff a clear review of their strengths and to identify any areas for professional development.
4. To offer advice, support and training where areas for development have been agreed.
5. To use appraisal to improve the quality of teaching and learning and to raise standards.

Strategy

1. The directors will lead and manage the strategy for staff appraisal.
2. Appropriately qualified and experienced members of staff will be appointed by the directors to carry out appraisals of others.
3. The appraiser and the appraisee will be given time to prepare and gather evidence prior to the appraisal meeting.
4. Normally, appraisal meetings will be confidential to those involved and the directors, but, in some circumstances, the directors will have the discretion to share the findings with appropriate others. Where this is done the appraisee will be informed.
5. At the end of each appraisal up to five targets may be set for improvement and a time scale will be agreed for their achievement. The directors will set strategies for monitoring, evaluation and review of the targets.
6. The targets set will reflect the educational priorities of Beacon as well as individual matters for development.
7. A written appraisal statement will be produced and copy will be given to the appraisee. A copy will be kept by Beacon.

Outcomes

Appraisal will be key to the process of achieving Beacon aims. It will underpin the professional development of the staff and it will make a significant contribution to improving progress and raising standards of achievement and retention. It will give members of staff credit for what they do and it will celebrate the contributions that they make to the company's success.

Last Reviewed: March 2017
Next Review: March 2018