Windsor Academy Trust

Policy: Appraisal Policy

Responsible Committee: Windsor Academy Trust People

and Culture Committee

Date approved by the

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3.4 The Chief Executive will decide who will appraise the staff within the Executive and

Central Team.

4. Setting objectives

4.1 The Chief Executive’s objectives will be set by the sub-group of the Trust Board after

consultation with the adviser.

4.2

5.3 It is important that any evidence collected, as part of the quality of employee performance

monitoring and evaluation schedule, is triangulated and is subject to internal and external

quality assurance checks. Monitoring and evaluative activities include planning and work

scrutiny, data outcomes, progress made towards pupil action plan targets and pupil

wellbeing and involvement.

5.4 Employees (including the Headteachers and the Executive and Central Team) who have

responsibilities outside the classroom should also expect to have their performance of

those responsibilities assessed.

6. Development and Support

6.1 Appraisal is a supportive process which will be used to inform continuing professional

development. WAT wishes to encourage a culture in which all employees take

responsibility for improving the teaching and learning of children through appropriate

professional development for staff.

6.2 Professional development will be linked to academy/WAT improvement priorities and

to the ongoing professional development needs and priorities of individual employees.

7. Feedback

7.1 Employees will receive constructive feedback on their performance throughout the

year and as soon as practicable after an observation has taken place or other

evidence has come to light. Feedback will highlight strengths as well as areas that

require attention.

7.2 Where there are concerns about any aspects of the employee’s performance the

appraiser will meet the employee formally to:

• give feedback to the employee about the nature and seriousness of the concerns;

• give the employee the opportunity to comment and discuss the concerns;

• agree any action plan or support (e.g. coaching; mentoring, structured

observations) that will be provided to help address the specific concerns;

• agree a timescale for improvement - make clear how, and by when, the appraiser will

review progress. The review period will depend on the seriousness of the concerns.

• explain the implications and process if no or insufficient improvement is made.

7.3 When progress is reviewed, if the appraiser is satisfied that the employee has made, or is

making, sufficient improvement, the appraisal process will continue as normal, with any

remaining issues continuing to be addressed through that process.

7.4 Where it has not been possible to eliminate concerns about an employee’s

performance or improvement has not been sustained, the Capability Policy will be

invoked.

7.5 The appraiser will keep a note of any concerns, the support given and the review

outcome. A copy of this note will be given to the employee.

8. Transition to capability

8.1 If the appraiser is not satisfied with progress, the employee will be notified in writing

that the appraisal system will no