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| Policy Title: | Staff Appraisal Policy |
| Policy Author: | Victoria Poole-Birrell |
| Next Review Date: | April 2022 |

This policy was adopted by Victoria Poole-Birrell on October 20th, 2019 to establish a set procedure for reviewing and evaluating the standards of teaching staff at Colours Academy.

The policy is to be referred to by:

* Headteachers
* Deputy Heads
* School Subject Teachers

The policy aims to underline how appraisals for Staff at Colours Academy are followed, including how appraisals intend to improve and monitor standards on an appropriately continual basis. Appraisals on **all** full time school teaching staff run twice a year in two separate periods, whereas Part Time staff are reviewed on a once-a-year basis. All appraisals are completed by either the Headteacher and/or Deputy Head of Colours Academy and the information is formally logged in the Colours Academy Appraisal Log. The periods for staff appraisals are as follows:

* First Full Time Appraisal period: 1st October to 20th December
* Second Full Time Appraisal period: 1st April to 20th June
* Part Time Appraisal Period: 1st February to 20th March

Reasons for conducting a staff appraisal outside of these periods could be due to a complaint that has been made by another teacher, parent or pupil. It could also evolve around any concern in which the Headteacher feels appropriate to formally investigate and review.

The process involved the appraisal incorporates an initial opinion from the staff member themselves, enabling them to do a self-evaluation of the areas highlighted in the success criteria. This is completed before the staff lesson observation (of which the headteacher and/or deputy head can observe as many or as little as appropriate to the reason for conducting the appraisal(s))

The headteacher and/or deputy head then will decide on the grading of each of the specified areas and will meet with the teacher to discuss what recommendations and improvements can be put in place for the next observation. If the staff member is appraised very highly, then it is unlikely that a high number of points will have to be referred to the teacher in order to improve.

The success criteria is as follows; teacher are assessed on:

* Their level of expectation of pupils in the classroom, in their work and in their longer term progression
* Their level of organisation and preparation alongside a structured planning system
* The level of variated activities and excitement engaged in lessons which are both reflected in their pupil’s progress and in their planning
* Their level of enthusiasm and passion for teaching conveyed in the lesson observation
* Their strategic, appropriate and fair usage of discipline in the classroom, including use of sanctions, rewards and ability to control difficult behaviour
* Their level of communication with parents
* Their ability to challenge their pupils to enable them to succeed goals and long term learning targets
* Their ability to hold strong teacher-pupil relationships that address an atmosphere that encapsulates a comfortable, caring and safe learning environment
* Their ability to communicate ideas, tasks, concepts, processed etc… to pupils in lessons