



Appraisal

Policy Document No. 18

Eastcourt Independent School

August 2017

Previous review:

Next review: August 2018

1. INTRODUCTION

- 1.1 Eastcourt's Appraisal Policy differs in some respects from the arrangements set out in model policies based on the Education (School Teachers' Appraisal) (England) Regulations 2012, which do not apply to independent schools.
- 1.2 It is tailored specifically to our requirements, principal among which is the need to ensure and maintain high standards of teaching and classroom management within the school.
- 1.3 Unlike the 'Appraisal Regulations' referred to above, Eastcourt's policy will not link appraisal outcomes to teachers' pay.

2. AIMS

The aims of appraisal at Eastcourt are:

- 2.1 to reach and maintain the highest possible standards
- 2.2 to praise, encourage and share progress, originality and best practice wherever observed
- 2.3 to support those teachers whose performance has given rise to concern, whether noted by the teacher, or via other evidence (*e.g.* planning, marking, homework diaries, *etc.*)
- 2.4 to take into account other activities undertaken by teachers outside the classroom

3. PROCEDURE

- 3.1 The standard means of appraisal is by classroom observations. These may last for up to an hour in the case of a full lesson, or less depending on individual circumstance. They may be signalled in advance, but this will not always necessarily be the case.
- 3.2 Observations will be supplemented by private discussion (at the request of either the teacher or the appraiser) during which feedback will be given and ways to improve (where necessary) discussed and outlined. Such discussion may include the following:
 - 3.2.1 the appraiser may request that examples of good practice, original planning, *etc.*, be shared among staff

3.2.2 the appraiser may make specific recommendations for improved performance in teaching, planning, marking, classroom management or any other aspect of professional conduct

3.3 In the latter case, the teacher will be expected to put any objectives into practice so that further appraisal can take place within an agreed time. Inspection of children's work, teacher's planning, mark books, *etc.*, may form part of follow-up appraisals.

3.4 Extra-curricular, voluntary or other non-classroom-based activities may form part of an appraisal at the request of either party.

3.5 Each class teacher will be formally appraised at least once in a school year.

4. APPRAISERS

4.1 The appraiser will either be Mrs or Miss Redgrave.

4.2 Mrs Redgrave's own performance, whether in the classroom or as Headteacher, will be appraised by a suitably qualified external adviser.

5. CAPABILITY INTERVIEW

5.1 In exceptional cases where the objectives set out in 3.3 above have continually not been met, or repeatedly ignored, a formal 'capability interview' with Mrs Redgrave will focus on the teacher's continuing career either at Eastcourt or elsewhere.

5.2 The teacher will be given prior notice of such an interview, which will be minuted. Either party may choose to have a representative present, though it should be understood that conclusions at this stage will be considered final.