

Laleham Gap School – LGS46 Appraisal Policy

Kent County Council

Education Learning and Skills Directorate



Date: January 2016

Next Review: January 2019

Owner: Head of Care

Contents

1.0	The Principle of an Appraisal	Page 3
2.0	Benefits of an Appraisal	Page 3
3.0	Staff Appraisal & Development – The Process	Page 4

Laleham Gap School

Laleham Gap School – LGS46 Appraisal Policy

Kent County Council & Laleham Gap School

The Governing Body of Laleham Gap School acknowledges both statutory provision and intentionality within Equality; Diversity and Direct Discrimination legislation* culminating in the Equality Act 2010 (effective from 1 October 2010) in drafting and reviewing this school policy. The Governing Body actively seeks to promote policy measures to cease inequality, all forms of discrimination and enhance opportunity and well-being within every aspect of the school's business for pupils, staff, governors and community stakeholders.

*Sex Discrimination Act 1976; Race Relations Acts 1976 & 2000; Childcare Act 2006; DDA 1995 & 2005; Civil Partnership Act 2004; Gender Recognition Act 2004; Equality Acts 2006 & 7 and Statutory Instruments.

1. The Principle of Appraisal

Appraisal is about you and for you. It is an opportunity for you to talk with your line manager to agree the nature of your work, what you are trying to achieve and the constraints within which you have to work.

Appraisal provides the opportunity to recognise and celebrate the work you are doing and to offer support in developing your skills.

Appraisal should be an integral part of the management and support of individuals within the organisation. It should be set in the context of the organisation's business and development plan and your job description. Equally, the development policies should be informed by appraisal.

2. The Benefits of an Appraisal

FOR THE ORGANISATION

- Organisational and individual aims are co-ordinated
- Priorities are clarified and determined
- Staff are clear about their responsibilities
- Needs are met through an agreed action plan
- Development of individual potential
- Improved communications
- A greater exchange of ideas
- A more supportive environment

FOR THE INDIVIDUAL

- Better understanding of the job
- Improved feedback and recognition

- Support in work related issues
- Regular review of development and training needs
- Greater awareness of career development
- Greater job satisfaction

3. Staff Appraisal & Development – The Process

1. Appraisal Preparation

The purpose of the meeting is to:

- a. Clarify the purpose of appraisal
- b. Discuss self-appraisal
- c. Agree the date, time and place of the appraisal interview

2. Self-Appraisal

The value of self-appraisal is to:

- a. Consider your own job description
- b. Reflect on your strengths, skills and areas for development
- c. Collect other data, such as observation or comments from others about your work.

3. The Appraisal Interview

The purpose of the interview is to:

- a. Review the appraisee's work and job description
- b. Identify areas of success
- c. Identify areas for development, or training needs
- d. Agree action plan targets.

5. The Appraisal Statement

The Appraiser is responsible for writing the appraisal statements, which will be given to the Appraisee and if both are in agreement, it will be signed and retained confidentially. The documents however, must be accessible to the Head Teacher.

4. Follow up

It is the Appraiser's task to support the Appraisee in working through the action plan and opportunity to discuss further issues related to work or personal development will be addressed through the supervision process during the year. Records of the discussions will be kept on staff files by the Head of Care and staff will receive a copy of these. A further copy of these can be requested at any time by the Supervisee.