



## PROFESSIONAL DEVELOPMENT POLICY – SUPPORT STAFF

### Aim

To support the development of all staff, enabling them to carry out their job in the most effective way to fulfil their professional role and responsibilities.

### Objectives

- To maximise job satisfaction
- To provide an accurate reflection of staff commitments and contribution to support the work of the School.
- To develop confidence in sharing good practice
- To provide appropriate training for whole staff and individuals which reflects both school and departmental/team development plans

### Annual Appraisal Process

Each year staff and their managers will agree the appraisal route most appropriate for that member of staff for the coming year. The decision will be based on the needs of the School and the team as well as the professional development aims of the member of staff.

### Route A – core job description

- The core of the Route A appraisal process focuses on performance against an individual's job description by the individual and their line manager.
- There will be an annual meeting to formally review this held in the second half of the Trinity term or the Summer break depending on the department/team.
- The process begins with an opportunity for personal reflection prior to the meeting, and the employee completes a [Self Evaluation](#) part 1 (and optionally part 2) at least 5 days in advance of the meeting which they submit to their line manager.
- As part of this reflection employees will review the elements of their job description and their work in fulfilling them, outlining evidence to exemplify performance.
- Line managers will seek written statements in support of their employee's performance from other relevant colleagues in advance of the meeting and these will be discussed at the meeting.
- At the meeting the line manager and the employee will discuss their performance and any areas for development as well as any relevant amendments to their job description for the following year. These amendments must be forwarded to HR for confirmation and do not constitute a reappraisal of the job family or band.
- They will also discuss any training requirements / requests for the coming year, and agree which appraisal route the employee will complete in the coming academic year. If that is Route B they will agree objectives and complete a draft Planning Record (see below).
- Following the meeting the line manager will complete an [Appraisal Document](#) and return it to the employee for their review and signature and to add any further comments should they wish to.
- There will be three copies only of the Appraisal Document; one held by the member of staff, one held by the current line manager, one held by the Director of Staff on a central file. The Self-Evaluation document will only be included with the annual documentation at the employees request.
- The Director of Staff will use the requests for training needs to inform whole school INSET and the allocation of funds for the academic year.



### **Route B – developmental objectives / project responsibilities**

- The Route B appraisal process reviews both an individual's performance against their job description and performance against a number of specific objectives agreed at the end of the previous year.
- There will be an annual meeting to formally review this held in the second half of the Trinity term or the Summer break depending on the department/team.
- The process begins with an opportunity for personal reflection prior to the meeting, and the employee completes the self evaluation sections of the [Development Review](#) document at least 5 days in advance of the meeting which they submit to their line manager.
- As part of this reflection employees will review the elements of their job description and the progress made in fulfilment of the agreed objectives.
- Line managers will seek written statements in support of their employee's performance from other relevant colleagues in advance of the meeting and these will be discussed at the meeting.
- At the annual appraisal meeting the manager and employee will review performance against job description and objectives in the year past, any areas for development as well as any relevant amendments to their job description for the following year. These amendments must be forwarded to HR for confirmation and do not constitute a reappraisal of the job family or band.
- They will also discuss any training requirements / requests for the coming year, and agree which appraisal route the employee will complete in the coming academic year. If that is Route B they will agree objectives and complete a draft Planning Record (see below).
- Following the meeting the line manager will complete a [Development Review](#) document and return it to the employee for their review and signature and to add any further comments should they wish to.
- There will be three copies only of the [Development Review](#); one held by the member of staff, one held by the current line manager, one held by the Director of Staff on a central file.
- The Director of Staff will use the requests for training needs to inform whole school INSET and the allocation of funds for the academic year.
  
- The line manager and employee will agree an appropriate number of objectives (normally between one and three), interim targets and relevant evidence of completion for the coming year. These will be recorded on a [Planning Record](#), which should be signed by both parties and forwarded to the Director of Staff no later than the end of Michaelmas 1 in the upcoming year.
- Objectives will be further to, but compatible with core job responsibilities. They should be linked directly to team/department or the School development plan and should be SMART in nature (Specific, Measurable, Achievable, Relevant and Timed).
- Progress against objectives will be considered in the subsequent self-evaluation of the year and in the following year's appraisal meeting.
  
- **Links with career stages**
  
- There is no explicit link between a route of appraisal and a role's job family. Likewise any amendments to job descriptions arising from either appraisal route does not constitute nor trigger a formal job re-evaluation.



**New staff**

- Regular meetings will be held between the line manager and new member of staff; formal meetings should happen no less than once a month and for these meetings brief meeting notes should be kept.
- The line manager will write a brief report at the end of the probation period, to be sent to the Headmistress/Bursar as appropriate.
- If the probation period ends during or after the Lent term, then the appraisal process will begin the following academic year. If it ends during the Michaelmas term the appraisal process should begin that same year.

Policy last reviewed ..... Michaelmas 2017  
Next review due ..... Michaelmas 2018  
Person responsible for review ..... Director of Staff