

# Performance Management Policy

Updated June 2019

## **Introduction**

This policy formalizes the Performance Management process which has been in place since 2014. The PM process was introduced so that the Directors and Staff could be confident that there was a system that could identify and record staff's performance and would allow for staff to discuss their thoughts, concerns and ideas around performance issues.

The process is very much about a discussion and is designed to ensure that staff have a voice to share their perspective on their practice and also to identify their training needs and to contribute ideas as to how the B4L can improve and develop.

## **Practice**

There is an annual review of individual's performance with an initial first meeting, a mid-point review and a final end of year meeting.

The first meeting takes the form of a Personal Professional Discussion, (PPD), between the member of staff and the Head Teacher/Deputy Head teacher together with a Director. The PPD is designed to be relaxed and to create an environment where staff feel confident about sharing their ideas and thoughts around their own performance but also how they feel they can be supported to develop their practice and that of the organisation.

The first meeting will take place in school time and will follow a very simple structure. The PPD is based around the following questions.

- 1. What has gone well over the last year, what are you pleased with?**
- 2. What has not gone so well over the last year, what do you think could have been improved?**
- 3. What do you need to help you to improve what you do? Can you identify any training or resources which will support you to make improvements in your practice?**
- 4. Together, we need to identify 3 to 4 performance objectives which can be measured to show your progress over the next academic year.**

Once the objectives are completed and recorded, they will be shared with the member of staff and will be reviewed at the start of the following Spring Term. The member of staff will be involved in a brief discussion with the Head teacher/Deputy Head teacher about progress towards targets and a RAG report will be produced.

The annual review will take place during the second half of the summer term. In this meeting there can be a celebration of what staff have done well and a professional discussion about why targets were not met and where the member of staff needs to be held accountable or requires more support. This meeting will be used to identify the performance objectives for the next academic year.

Staff will be given prior notice of the three meetings to allow them to prepare.

The outcomes of an individual's performance appraisal will be used in any consideration of potential salary increases, progressions or redundancies.

### **Future Developments**

We anticipate that the organisation will continue to develop and we will look to evolve the PM process into a more competency based format using audits of staff's skills and abilities.

### **Review Summer 2020.**