

St Cyprian's Greek Orthodox Primary Academy




Performance Management Policy For Support Staff

Revised: October 2013

Reviewed and ratified by Full Academy Trust:

Date: 8/7/14

Signed: 

Name: A Andreou

Position: Chair

Our Mission Statement:

'The aim of St. Cyprian's Greek Orthodox Primary Academy is to provide it's children with primary education of the highest quality in a supportive learning environment through the National Curriculum, enriched by the progressive teaching of the Greek language and Christian Orthodox religion.'

The children will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and prepare them for transition to secondary education and to contribute positively to the challenges of a diverse multicultural society.'

Rationale

There is no national or statutory requirement for performance management of staff in an Academy other than those for teachers. However, it is recognised best practice to use performance management as part of a process to ensure that standards of learning for children are raised, and that all staff understand their important role in assisting each child make the highest level of progress.

Performance management is a process not an outcome.

It is:

- A series of steps taken by the reviewee and their reviewer; this is centred around a formal interview
- A two way process, designed to allow all staff the opportunity to give and receive feedback
- A shared responsibility – high priority should be given to the process by both the reviewee and reviewer

Policy Statement

1. the Academy recognises the importance of an informed, competent and motivated workforce
2. it is committed to developing an environment which promotes innovation
3. effective performance management encourages the development of all staff so they contribute fully to the work of the Academy

What constitutes Good Practice?

1. Everyone values constructive feedback on their work
2. Everyone wants to know that their priorities are in line with those of the Academy
3. Performance management and review allows us all to take stock of "how things are going" and to agree how to plan work for the next 6-12 months
4. Effective performance management is driven by the reviewee's development and involvement
5. Practical measures for addressing developmental needs are essential in order to enable everyone to contribute to the delivery of the Academy improvement plan
6. Performance management discussions are essential in effective leadership and management of the Academy. They complement other discussions about work, providing a framework for them to become more effective. It does not replace them.
7. Full commitment to the successful implementation of the process should be in place from all staff.

8. The Headteacher will monitor to ensure consistency, resolve problems and provide an overview.

The Performance Management Process

Step 1: arrangements

1. Information about the performance management process needs to be shared between the reviewee and the reviewer. This will take place face to face
2. A date and a time will be agreed; this date will be at least 5 working days after the initial information sharing meeting. Both parties will need to prepare; this will probably take about 1 hour

Step 2: preparation

1. The first performance management interview will be an informal review of the past year's work. Following the first cycle, this will be a more formal review using an agreed performance management action plan.
2. the review will consider:
 - i. Were targets met?
 - ii. What other factors should be considered?
 - iii. Do you have a copy of the job description?
 - iv. Is this still accurate?
 - v. Training and development undertaken in the previous year and the learning gained
 - vi. Identification of good performance
 - vii. Identification of any areas for development or improvement
 - viii. Preparation of draft objectives and key tasks based upon the strategic objectives of the Academy improvement plan
 - ix. Decisions on how success towards these objectives will be measured
 - x. Consider development or training needs which may be required

See form below:

Name:

Date of Performance Management Meeting:

Job Title:

Performance Management Interview reviewers preparation

Were Targets Met: _____

What other factors should be considered: _____

Do you have a copy of the job description?: _____

Is this accurate?: _____

Training and development undertaken in the previous year and the learning gained:

Identification of good performance: _____

Identification of any areas for development and improvement: _____

Preparation of draft objectives and key tasks based upon the strategic objectives of the Academy improvement plan:

Decisions on how success towards these objectives will be measured: _____

Consider development or training needs which may be required: _____

This will be recorded on the form shown below:

Preparation for Performance Management Interview:

Name:

Date of Performance Management Meeting:

Job Title:

Preparation for Performance Management Interview

I feel my greatest strengths are: _____

I am happiest in my work when: _____

The aspect of my work I have been most pleased with this year is: _____

My main aims for next year are: _____

The area I need most help with is: _____

I would welcome more guidance about: _____

I feel the most relevant parts of my job description are: _____

I feel the least relevant parts of my job description are: _____

I hope to develop my experience and improve my skills in the next year by ... _____

Step 3: the Performance Management Meeting

1. for the first year of this policy being implemented, there will be a discussion between the reviewee and reviewer about their post, roles and responsibilities; the completed evaluation will help guide this discussion
2. The job description will be reviewed – if any alterations are made; it is likely that as a result of these amendments that the job should be re evaluated a copy may be sent to HR and OD.
3. An agreement about objectives and key tasks for the following year will be agreed. These will be recorded by the reviewer; where training needs are identified this will also be recorded. This will become the performance action plan
4. Any developments should be considered in the light of the Academy's strategic development plan, and any Key Actions arising out of the Academy self evaluation.

NB. For the subsequent years of this policy being implemented, the reviewee's performance action plan will be discussed alongside the completed evaluation.

Step 4 – After the Meeting

1. The performance action plan will be drafted and shared between the reviewee and reviewer.
2. the Reviewee will be given a copy of the draft to add any comments or amendments
3. both parties should sign the agreed record
4. Training needs identified as a result of the Performance Management Meeting will be discussed at a Leadership Meeting. Priorities will be aligned with the Academy's Key Actions as identified on the Strategic Development Plan. Resources for training and development will be shared equitably across all categories of Academy staff
5. the signed record will be stored in the individual's personnel file

Step 5 – Implementation

1. The performance action plan is the property of the reviewee. This should guide their actions, and training over the year.
2. Should amendments need to be made, this should be discussed between the reviewee and reviewer.

Training

Existing training programmes, either within the Academy, within the Catholic cluster, within the extended Academics cluster or within the Local Authority will be able to meet some of the needs of the training identified. If there is a need for particular training or development which has been identified across the Academy, it may be appropriate to take a whole Academy approach to address it.

Staff development is much wider than attendance on a course, and often it is most effective to use identified good practice within a Academy and to use that to develop more. This approach should be discussed with both reviewer and reviewee. Performance Management Action Plan

Name:

Reviewer:

Date of review:

Development objectives <ul style="list-style-type: none">• short term immediate needs• long term career and development aims	Proposed action What needs to be undertaken to meet the development objectives? Remember - when should this be achieved by? Is there a cost – in terms of cover needed or cost of the training	Progress review How well did each planned action met its objective

Date of next review: October 2014

