



BRACKNELL FOREST COUNCIL

ADOPTED SCHOOL SUPPORT STAFF PERFORMANCE APPRAISAL POLICY

Version	V7
	Reference to 'customer' in example form changed to 'service area'.
Review Date	December 2026

School Support Staff – Appraisal Policy

Introduction

The overall aim of this scheme is to improve the performance of the school by helping the support staff develop their potential and maximise their own contribution. A separate policy is in place for the performance appraisal arrangements for teachers.

It is in everyone's interest to ensure that all employees know what is expected from them and any performance standards that need to be met. It is also important that each employee and their manager or supervisor has an opportunity to discuss how work is going on a regular basis. The discussion should include any issues that might arise during the year which impact on the employee's ability to get the work done to the standard/timescales required.

There are a number of specific aspects to working for the school which managers should ensure that their staff are competent to deal with. These will vary depending on the role which the employee undertakes, but may include some of the following:

- Identified school priorities
- Pupil attainment
- Data Protection and Information Security
- Safeguarding Young People
- Financial Integrity
- Health and Safety
- Equality and Diversity

The school process any personal data collected during the appraisal process in accordance with its data protection policy. Further details can be found in the Privacy Notice on the school's website. Any data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the appraisal procedure.

The Purpose

The performance appraisal process is designed to:

- Provide feedback on performance and set work objectives for the year ahead
- Make sure the line manager and employee are clear about the purpose of the job
- Help employees see how their job fits with the overall school aims/development plans
- Enable the manager to plan how work is allocated fairly and effectively among team members
- Clarify the skills and qualifications required for the role
- Address staff development needs
- Help support employees to progress in their chosen career.

Timetable

The performance management appraisals will take place during the autumn term with agreed reviews taking place during the year.

APPRAISAL MEETING REVIEW

Purpose

The appraisal meeting is an opportunity for a 2-way conversation to recognise the contribution made by an individual over the last 12 months, the time to set work targets/objectives for the coming year and an opportunity to identify training needs.

Performance Review

A staff member should be allocated an assessment of their overall performance. Where performance expectations are being met for their role, they should be advised accordingly. Similarly, where performance does not meet the required standards, the employee should be advised accordingly and, where appropriate, performance improvement plans implemented.

Summary of discussion

A short summary of the conversation should be agreed and noted. Performance should have been discussed on an ongoing basis throughout the year and therefore this part of the appraisal interview should be a recap of previous discussions that have taken place. As with any performance management process, there should be 'no surprises'.

OBJECTIVES /WORK PLAN

Purpose

As part of the appraisal process individual job targets will be agreed between manager and an employee.

Objectives

The objectives should be derived from the employee's job description and the school improvement plan. Targets may also relate to skills, behaviours or competencies required for the role or an existing development need.

The objectives should be **SMART**

Specific – objectives should specify what they want to achieve.

Measurable – be able to measure whether the objectives are being met.

Achievable - are the objectives set, achievable and attainable?

Realistic – can they realistically achieve the objectives?

Time – when do the set objectives need to be met?

Performance Measures

A performance measure should show whether a target is being met. The manager and an employee should set the measure jointly so there is an agreed understanding of what good service/performance looks like. The collection of evidence to support the measurement should be easy to collate so that it does not become an onerous or time-consuming activity.

Target Completion Date - This date should be jointly agreed and monitored during review sessions.

Comments to support any changes made throughout the year - Progress towards achieving targets/outcomes should be discussed during regular meetings as appropriate. Some targets may need to be amended to reflect a change in policies, circumstances, school priorities during the course of the year – if this occurs the changes should be recorded in this section.

Employee Signature – to confirm employee’s acceptance of the objectives, performance measures and Target Completion Dates.

Date – Date signed

Line managers Signature– to confirm objectives, performance measures and target completion dates.

Date – Date Signed

Any other Comments – any other relevant comments/items discussed.

PERSONAL DEVELOPMENT PLAN

Purpose

A Personal Development Plan (PDP) identifies an employee's development and learning needs to enable them to:

- Deliver their job targets
- Develop their teamwork, leadership and/or managerial qualities, as appropriate.
- Match their behaviours and style of working to the school's values
- Develop their experience and skills to meet longer term job requirements or career aspirations, where these are compatible with School development Plan.

Generic Development Need

The generic development need will be identified at a high level and will indicate the general area of need i.e. Information Technology.

Specific Activity Required

The specific activity can be identified and should address the specific need required.

How will this need be met?

Please indicate the type of event required – i.e. training course, coaching, work shadowing, mentoring/buddying etc.

Will the cost be met from your budget?

Have funds been assigned for this activity – Yes/No

When does this need to be achieved by?

Please indicate whether the requirement is time dependant.

MID YEAR APPRAISAL REVIEW

Purpose

A mid-year review of progress towards objectives should be carried out.

It is important that the personal development plan is reviewed on a regular basis during 1-2-1 meetings to ensure that both the manager and the employee have an opportunity to discuss progress towards achievement of the plan. As a result of these discussions the original plan can be amended or added to as appropriate.

Attached are example forms that schools may use to record employee appraisal information. Schools may choose to create forms to suit its specific needs.

Example Forms

(Schools may choose to use these forms or their own versions)

APPRAISAL Meeting - Review of Previous Year

Employee Name	Date
<p>An open two-way discussion to:</p> <p>Recognise contribution and provide an assessment off overall performance. Including performance against any agreed targets.</p>	
<p>Summary of discussion:</p>	

Your objectives/work plan for the coming year

Your objectives must derive from the job description and support achieving, school/team/service goals. Write SMART objectives – make them Specific, Measurable, Achievable, Relevant and Time-related

<p>Objectives Discuss and agree the level of priority and standard of performance required for each target</p>	<p>Performance Measure How you or your service area know the target has been achieved</p>	<p>Target Completion Date</p>	<p>Comments to support any changes made throughout the year</p>
1.			
2.			
3.			
4.			
5.			

Employee signature:

Date:

Line manager signature

Date:

Any other comments:

Summary comments from Appraiser

Summary Comments from Appraisee

Personal Development Plan for

A Personal Development Plan is just as relevant for experienced employees who want to stay in their present role as for those who aim to further progress or change their career path. With your manager identify, discuss and agree areas for development which will enable you to:

- Deliver your job targets
- Develop your teamwork, leadership and/or managerial qualities as appropriate
- Match your behaviours and style of working to the school's values: **(e.g. Friendly and approachable, Accountable, Efficient, Fair, Innovative and Forward Thinking)**

Develop your experience and skills to meet longer-term job requirements or career aspirations, where these are compatible with the goals of the school

Generic Development need	Specific Activity required	How will this need be met?	Is there a budget allocation for this training?	When does this need to be achieved by?
<div data-bbox="212 1270 324 1385" style="border: 1px solid black; padding: 2px; display: inline-block;">Add Row</div>				

Mid-Year Appraisal Review Date

Mid-Year Appraisal Review Comments

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