TEACHER APPRAISAL & CAPABILITY PROCESS FLOWCHART

HIGH WELL SCHOOL
Preparing for Positive Futures

Appraisals

APPOINTING APPRAISERS
The Head Teacher will be appraised by a sub-group of Governors supported by a suitably skilled and/ or experienced external Advisor appointed by the Governing Body.

The Head Teacher may be the appraiser for other teachers or the Head Teacher may delegate the role of appraiser to other SLT members with QTS who have link leadership responsibility.

APPRAISAL MEETING
Objectives should be set before or as soon as practicable after, the start of each appraisal period (usually 1 September).

The objectives should be **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime-bound (SMART).

SETTING OBJECTIVES
The objectives will be set having regards of the individual's position e.g. MPR, UPR teacher, if achieved, contribute to the school's plan for improving the school's educational provision and performance of pupils at the school.

All teachers should be assessed against the set of standards contained in the "Teachers' Standards" document.

DEVELOPMENT AND SUPPORT – Each teachers' training and development needs will be identified.

REVIEWING PERFORMANCE/ GIVING FEEDBACK
Performance/ training and development needs will be reviewed regularly during the appraisal cycle. This is to be conducted throughout the year. Feedback will highlight particular areas of strength as well as any areas where performance needs improving. The Teacher's Appraisal Form will be completed and including any aspects of performance requiring improvement attention

Has satisfactory progression been made to meet the appraisal objectives set inclusive of any points for development?

Yes

ANNUAL ASSESSMENT
This is the end point of the annual appraisal process.

The teacher will receive as soon as possible practicable a written appraisal report (by no later than 31 October for teachers and 31 December for the Head Teacher).

The teacher will have the opportunity to comment in writing on the report.

No

Dealing with concerns about performance in the Appraisal cycle + Transition into Capability Policy

FORMAL FEEDBACK MEETING
The Appraiser will formally invite the individual Teacher to a meeting to discuss the concerns raised and to identify areas of performance requiring improvement. The individual should be provided with 5 working days' notice of the Formal Feedback Meeting and be notified of their right to be accompanied at the meeting by their trade union representative or fellow worker The Teacher is to be given the opportunity to respond to the concerns identified. An Improvement & Support Action Plan will be completed and a timeline for targets identified to be met within an appropriate timeframe. A date and time for the Formal Feedback Review Meeting should also be arranged.

INVITE TO FORMAL FEEDBACK REVIEW MEETING
The Appraiser will formally invite the individual Teacher to a meeting to undertake a review and progression on the targets set within the Improvement and Support Action Plan to determine if the appraiser is satisfied that the Teacher has made, or is making, sufficient improvement. The individual can be accompanied by their trade union representative or fellow worker to mirror the first meeting. At the end of the review period identified in the Improvement & Support Action Plan.

Yes – sufficient improvement has been made

RETURN TO APPRAISAL
Revert to normal appraisal process under the current appraisal cycle with any remaining issues being addressed through that process. Documents compiled during this stage to be put on personal file and stored for 2 years. The employee is to be notified in writing of the outcome.

Some progress made but still insufficient

EXTENSION TO TIMEFRAME OF REVIEW PERIOD? Further Formal Feedback Review Meeting to be scheduled at the end of the extended period.

No – insufficient improvement has been

MOVE TO CAPABILITY PROCEDURE
The Teacher's performance should be now managed under the Capability Procedure. The employee is to be notified in writing of the outcome.

STATEMENT OF CASE (SOC)
Appraiser to complete (following the Formal Feedback Review Meeting) the SOC document setting out a chronology of the case incorporating the evidence from the Appraisal process and to include a copy of the Improvement & Support Action Plan. The SOC is presented at the Formal Capability Meeting

FORMAL CAPABILTY MEETING - See Capability Procedure to who can conduct the meeting/ evidence to be compiled and sent with meeting notification and timeframe of calling meeting.
To consider the evidence in the Statement of Case and the response provided by the Teacher

Insufficient evidence to proceed under Capability either goes back to Formal Feedback Meeting **- or** Returns to normal Appraisal process

Sufficient evidence supplied to proceed to a First Written Warning or a Final Written Warning

FIRST WRITTEN WARNING
Retained on file for 12 months

CAPABILITY ACTION PLAN
This document should be completed following the Formal Capability Meeting (specifying what is to be monitored and the timeline of the review).

APPEAL
The Teacher can appeal at this stage of the proceedings **– See Capability Procedure**

FORMAL CAPABILITY REVIEW MEETING
To consider the evidence about performance identified in the maintained Capability Action Plan and the updated Statement of Case and responses provided by the Teacher to determine if satisfactory improvement has been made

Yes – Return to normal Appraisal process and cycle **or** Extend monitoring and review period

No

FINAL WRITTEN WARNING
Retained on file for 1 to 2 years

CAPABILITY ACTION PLAN
This document should be updated/ completed following the Formal Capability and Formal Capability Review Meeting (specifying what is to be monitored and the timeline of the review).

APPEAL
The Teacher can appeal at this stage of the proceedings. **– See Capability Procedure**

DECISION MEETING
To assess/ determine if improvement in performance has been made identified in Capability Action Plan and Statement of Case

Yes – Return to normal Appraisal process and cycle

No

Employer = Council

DECISION MEETING – Decision to Cease Working at the School
- the Governing Body will ensure the issuing of notification to the Council.

NOTICE OF DISMISSAL
Dismissal with notice will be issued by the employer – issued by **the Council**

APPEAL
The Teacher can appeal at this stage of the proceedings. **– See Capability Procedure**