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**Southwark Diocesan
Board of Education
Multi-Academy Trust**
Developing Church of England Education

HR POLICY HANDBOOK

SUPPORT STAFF APPRAISAL & PAY

1. INTRODUCTION

- 1.1 This policy sets out the framework for all our Schools to appraise and pay support staff.
- 1.2 Each School has its own pay scale for support staff to reflect its particular circumstances and there is a separate pay scale for Trust head office staff.
- 1.3 The value of the payscales will be updated by each School separately when the values change.

2. APPRAISAL

- 2.1 Appraisals give you and your manager an opportunity to review performance, agree objectives linked to school improvement plans and learning and development requirements, which will help to achieve those objectives.
- 2.2 Appraisal will be a supportive and developmental process designed to ensure that you have the skills and support you need to carry out your role effectively. It will help to ensure you are able to continue to improve your professional practice.
- 2.3 The appraisal period will run for 12 months, normally the Academic Year.
- 2.4 If you are employed on a fixed term contract of less than one year you will be appraised in accordance with the principles underpinning this policy. The length of the period will be determined by the duration of your contract.
- 2.5 Where you start your employment part-way through a cycle, the Headteacher shall determine the length of your first cycle, with a view to bringing your cycle into line with the cycle for other employees as soon as possible.
- 2.6 The choice of appraiser is for the Headteacher. If you object to the Headteacher's choice, your concerns will be carefully considered, taking into account what is reasonable, however; ultimately the decision rests with the Headteacher.
- 2.7 Where it becomes apparent that the appraiser appointed by the Headteacher will be absent for the majority of the appraisal cycle, the Headteacher may perform those duties themselves or delegate those duties to another individual for the duration of that absence.

3. SETTING OBJECTIVES

- 3.1 Objectives will be set before, or as soon as practicable after, the start of each appraisal period.
- 3.2 The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to your role and level of experience.
- 3.3 In setting the objectives, reviewers will have regard to what can reasonably be expected in the context of roles, responsibilities and experience.
- 3.4 You may at any point append your comments alongside your objectives.
- 3.5 You and the appraiser will seek to agree the objectives. Objectives may be revised if circumstances change.
- 3.6 Targets will be moderated in each School to ensure that they are consistent between individuals with similar experience and levels of responsibility.
- 3.7 Should the objectives not be agreed, the final decision on allocation of objectives rests with the Headteacher.
- 3.8 The objectives set for you are intended to contribute to the School's plans for improving its educational provision and performance and improving the education of pupils at that school and will take into account your professional aspirations.
- 3.9 The appraiser will take into account the effects of your circumstances, including any disability, when agreeing objectives. For example, this might include a reasonable adjustment to allow you slightly longer to complete a task than might otherwise be the case.
- 3.10 When you return from a period of extended absence, objectives may be adjusted to allow you to readjust to their working environment.
- 3.11 Before, or as soon as practicable after, the start of each appraisal period, you will be informed of the standards against which your performance in that appraisal period will be assessed.

4. ANNUAL ASSESSMENT

- 4.1 Your performance will be formally assessed in respect of each appraisal period.



- 4.2 You will receive as soon as practicable following the end of each appraisal period – and have the opportunity to comment on - a written appraisal report. The appraisal report will include:
- (a) details of your objectives for the appraisal period in question;
 - (b) an assessment of your performance of your role and responsibilities against your objectives, and against the relevant standards;
 - (c) an assessment of your training and development needs and identification of any action that should be taken to address them;
 - (d) a space for your own comments.
- 4.3 A review meeting will take place to discuss the content of the report and any further action required and to inform objective setting for the next cycle.
- 4.4 In some circumstances an interim review meeting may be appropriate.
- 4.5 The assessment of performance and of training and development needs will inform the planning process for the following appraisal period.

5. CAPABILITY POLICY

The appraisal of support staff may run concurrently with our **Capability policy**.

6. DELEGATION OF POWERS FOR DECISIONS

- 6.1 Decisions shall be made in accordance with the table below.

Role	Decision Maker	Appeal
All support staff	The School's Headteacher or Executive Team for Trust Staff or Trust Panel for Executive Team	Chair of Governors or nominee or Trust Chair or nominee for Trust Staff or Trust Panel for Executive Team

- 6.2 A **Decision** means any decision by a Decision Maker listed in the table at 6.1 as to whether or not appraisal targets have been met. In the event that you are dissatisfied with a Decision about you, you may request a review by the decision

maker which will involve a personal meeting held within **10 working days** of the original decision to which you may bring a Permitted Companion;

- 6.3 If you are still dissatisfied with the Decision after the review you may appeal within **5 working days** of the review decision, in accordance with 6.1 above. An appeal meeting will be heard within **15 working days** of the appeal to which you may bring a Permitted Companion. The appeal decision is final.

7. APPRAISAL REVIEW PROCESS

- 7.1 All support staff can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice.
- 7.2 The timing of the annual review will either be based on the Academic Year.
- 7.3 For staff subject to performance related pay progression, there will be no automatic progression through any pay range.
- 7.4 For staff subject to performance related pay progression, progression will only be awarded if the Headteacher is satisfied that:
- (a) you have performed to a consistently good standard having regard to your job description and performance objectives.

(b) you are not subject to live disciplinary or capability warnings

8. OVERTIME

- 8.1 A School shall not pay any member of support staff overtime unless it is approved in advance by the Headteacher.
- 8.2 Any overtime paid will only be at the standard hourly rate (except in relation to any terms protected under TUPE).

9. BONUSES AND HONORARIA

- 9.1 A School may make a Project Payment of up to **£2500** to support staff employees for clearly time-limited projects. The duration of the fixed term must be established



at the outset and payment should be made on a monthly basis for the duration of the fixed term. Each Project Payment be advertised internally within the School and requires prior approval of the Local Governing Body. Examples of a project which would normally be outside the scope of an individuals usual job description could include submitting an application for a Quality Mark or other award such as Investor in People.

10. MONITORING

- 10.1 Our Board will monitor the implementation of this policy in particular its relation to any equality or diversity issues.

