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

HR POLICY HANDBOOK

TEACHER APPRAISAL POLICY – APPENDIX 1 (HEADTEACHERS)

1. INTRODUCTION

- 1.1 This Appendix sets out our framework for all our Schools for clear and consistent assessment of the overall performance of the Headteacher, and for supporting their development.
- 1.2 This Appendix should be read in conjunction with the wider Teachers Appraisal Policy.

2. THE APPRAISAL CYCLE

- 2.1 The appraisal cycle will run for **twelve months** from **1 September** to **31 August** with the next cycle starting on 1 September.
- 2.2 The performance of Headteachers must be reviewed on an annual basis. Appraisal objectives and reviews must be completed by 31 December.
- 2.3 Appraisal objectives and the formal review of the previous year's performance must be set during the Autumn Term. The objectives will inform and support the School's development and improvement plans for the coming financial and academic years. The School will take account of proposed development needs in setting the School's overall priorities for staff development.
- 2.4 Appraisal is an on-going cycle involving three stages:

Stage 1	The Setting of Objectives for the new appraisal cycle.
Stage 2	The review of performance for the previous appraisal cycle.
Stage 3	Ongoing monitoring of performance. The employee will be provided with appropriate feedback as part of these monitoring activities, where notes will be taken for reference in the End of Year review.

3. APPOINTMENT OF APPRAISERS

- 3.1 Each of our Schools will have a **Leadership Appraisal Group** which will be the Appraiser for the School's Headteacher. It will comprise of up to three Governors (usually including the Chair of Governors), an independent adviser (usually the School's DSIP) and may include a member of the Trust Executive Team.

4. SETTING OBJECTIVES

- 4.1 The Headteacher's objectives will be set by the Leadership Appraisal Group.
- 4.2 The appraiser and teacher will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change.
- 4.3 If a Headteacher does not agree with the objectives set they may ask for them to be reviewed by our Executive Team. There shall be no appeal against the outcome of this review and no right to use the **Grievance Resolution policy** save in circumstances where it is alleged that the objectives have been set are unlawfully discriminatory where the **Grievance Resolution policy** may be used.

End of Year Review

- 4.4 The DSIP (the independent adviser) will meet with a member of the Trust's Executive Team to present evidence and discuss initial recommendations. The Executive Team will then feed into this and provide further feedback on the individuals contribution, including to the wider Trust.
- 4.5 The DSIP will then meet with the Leadership Appraisal Group to propose recommendations and targets for the upcoming performance cycle.
- 4.6 The Leadership Appraisal Group will then meet with Headteacher to review and discuss the previous year's performance and set the targets for the year ahead. The Leadership Appraisal Group will also produce the Final Appraisal Report. This assessment is the end point to the annual appraisal process, but performance and development priorities will be reviewed and addressed on a regular basis throughout the year.
- 4.7 The Leadership Appraisal Group may make a recommendation to the Trust Executive Team on any pay award in line with the Trust's Teacher Pay Policy (see section 5 below). Usually this will be in the form of an email from the Chair of the Leadership Appraisal Group to a member of the Trust's Executive Team. The Trust will consider the pay recommendations and will write to the Headteacher and Appraisal Group notifying them of their decision.



Final Appraisal Report

- 4.8 The Headteacher will receive as soon as practicable following the end of year review and have the opportunity to comment in writing on in order to reach agreement on the content and conclusions within the written appraisal report. Headteachers will receive their written appraisal reports by 31 December. The appraisal report will include:
- (a) details of the Headteacher's objectives for the appraisal period in question;
 - (b) an assessment of the Headteacher's performance of their role and responsibilities against their objectives and the relevant standards;
 - (c) an assessment of the Headteacher's professional development needs and identification of any action that should be taken to address them;
 - (d) a note of all other evidence listed in our **Teacher Pay policy**; and
 - (e) a pay recommendation in accordance with our **Teacher Pay policy**.
- 4.9 Substantial or significant progress towards the achievement of a challenging objective, even if the performance criteria have not been met in full, will be assessed favourably.
- 4.10 If the Headteacher is not satisfied with the decision taken by the Leadership Appraisal Group following the pay recommendation the teacher may use the appeal process set out in our **Teacher Pay policy**.

5. LINK WITH TEACHER PAY POLICY

- 5.1 In line with our Teachers Pay Policy, decisions relating to pay awards shall be made in accordance with the chart below.

Role	Recommender	Decision Maker/ Reviewer	Appeal
The School's Headteacher	Leadership Appraisal Group	Our Executive Team	Executive Performance & Group Remuneration Committee

