



Barrowford

Primary School

Learn to Love, Love to Learn

**Appraisal
Agreement**

Appraisal Agreement

1. The length of appraisal will be 20 minutes. The frequency will be annually with a team review in February 2015.
2. The Appraisal will take place in a room away from our main office to ensure no disruption. Both parties will take responsibility for ensuring that appraisal time is protected.
3. The Appraisee agrees to prepare for meeting and bring items/ evidence to the meeting for discussion linking in with the key dials.
4. The appraisal environment will be non-oppressive recognising that it is okay to make mistakes, which can often provide valuable learning opportunities to improve future practice. Appraisals will be supportive, respectful and open to constructive feedback.
5. The objectives of appraisal: see Appendix 1: Purpose of Appraisal statement.
6. Issues discussed in appraisal will be confidential to the Senior Leadership Team and Chair of Governors unless advice is sought from Human Resources. Equally, the appraisee can access the Head teacher / Chair of Governors.
7. The arrangements for recording appraisals will be the responsibility of the appraisee.
8. This agreement can be reviewed at the annual appraisal and review team appraisal.

Signed Appraisee:

Date:

Signed Appraiser:

Date:

Appendix 1: Statement of Purpose

What is an Appraisal?

- It is an annual meeting.
- Assess and record a staff members performance, potential and developmental needs over the year.
- Set measurable targets and objectives for the coming year.
- Identify training needs and support continual professional development.
- Annual targets can be reviewed through self-reflection, peer group supervisions and group appraisal.

What is the purpose of appraisals?

- To find out about staff as individuals and enable them to understand the school ethos and vision.
- An opportunity to respectfully challenge practice.
- To manage performance and capabilities.
- Reiterate organisational expectations.
- To ensure that our school community has the highest quality care and service.
- To improve communication and share responsibility.
- To help create an autonomous and creative workforce.
- Maximise safeguarding of children.
- Assist staff retention.
- Opportunity to look at roles and responsibilities, where you would like to go and how to get there.
- To reflect, analyse and evaluate own practice.
- Allow disagreements to be recorded and solutions explored at the earliest opportunity.
- Chance to explore staff's feelings/ workload/ stress.
- Discuss issues related to health and safety.

The appraisal will be recorded by the appraisee, detailing:

- Discussion points linked to the key areas and areas of the School Self Evaluation.
- Agreed action plans, including timescales, and how they are going to be reached.
- It is the responsibility of the Appraisee to ensure that a signed copy of the record is returned to the Appraiser.
- The records will be stored in the individual staff member's personal file.



Barrowford Primary School

Appraisal Record Sheet

Appraiser:

Appraisee:

Date:

Review of Objectives 2014-2015

Objective 1:

Objective 2:

Planning 2015-2016:

Objective 1:

Performance Criteria:

Support and Timescale:

Objective 2:

Performance Criteria:

Support and Timescale:

Appraiser 1 Signed:

Date:

Appraiser 2 Signed:

Date:

Appraisee Signed:

Date: