

# Longdean School



## Performance Management for Support Staff Policy

Reviewed: November 2010  
Ratified: November 2010  
Next Review: November 2011

## Performance Management for Support Staff

### Introduction

The process of an annual Performance Management Review is to:

- Ensure that all Support colleagues have the opportunity to be reviewed once a year
- Ensure that there is a direct link between this process and other school improvement strategies, namely the annual development planning process for school improvement
- Provide a competency framework which supports high performance

### Key points

- The process is the same for all colleagues
- The baseline reference point for all reviews will be the job description
- The process will be line manager led, but in some cases the process may be delegated to colleagues with other responsibilities, as appropriate
- The outcome of the review will be the Individual Development Plan, (IDP) which will contain Performance Management achievable objectives for the year ahead.

The outcome of the review will be the Support Staff Planning Record, which will contain Performance Management achievable objectives for the year ahead.

### The process explained

The annual performance management cycle for support staff runs from September in the School year, with a mid-term review taking place by 30<sup>th</sup> April. When a member of support staff starts their employment at the school part-way through a cycle, the length of the first cycle shall be determined as the time left to run until the start of the next annual cycle commences (i.e. the following September).

The evidence base for the review will be:

- Annual review

There is a standardised 'Support Staff Annual Review Statement'. The reviewee is asked to consider:

- their own performance over the year (using their job description as a reference point)
- how they see their future role developing
- possible training needs
- areas of priority for further discussion at the review itself

- The Review meeting

This will be a discussion/interview of approximately one hour with the Line Manager. The Individual Development Plan (Stage 1) will be produced and objectives identified. This will be one piece of paper with copies being held by the reviewee and the reviewer. Professional Development Needs will be given to the Professional Development Co-ordinator.

- The Mid-term review meeting

The Line Manager and reviewee will conduct a mid term review to monitor progress against the Planning Record and if necessary revise objectives.

## SUPPORT STAFF ANNUAL REVIEW STATEMENT

Date of review meeting:

Support Staff:

Line Manager:

Objectives	Met Y/N	Evidence of objective being met	Context if objective not met
1			
2			
3			
4			

Particular success(es) of last academic year (Please try to quantify your statements):

1.

2.

The content of this record has been agreed by:

Support staff:

Line Manager:

Date:

**SUPPORT STAFF MID-TERM REVIEW STATEMENT**  
**2010-2011**

**Date of review meeting:**

**Reviewee:**

**Reviewer:**

<b>Objectives</b>	<b>Current progress towards objective</b>	<b>Support needed?</b>
1		
2		
3		
4		

**Particular successes to date:**

**The content of this record has been agreed by:**

**Support staff:**

**Line Manager:**

**Date:**

## SUPPORT STAFF PLANNING RECORD

**Staff:**

**Line Manager:**

**Date of meeting:**

<b>Objective 1</b>	
<b>Intended outcome(s)</b>	
<b>Expected evidence</b>	
<b>Actions to make this happen*</b>	
<b>How will this be monitored?</b>	
<b>Objective 2</b>	
<b>Intended outcome(s)</b>	
<b>Expected evidence</b>	
<b>Actions to make this happen*</b>	
<b>How will this be monitored?</b>	

<b>Objective 3</b>	
<b>Intended outcome(s)</b>	
<b>Expected evidence</b>	
<b>Actions to make this happen*</b>	
<b>How will this be monitored?</b>	

<b>Objective 4 (Personal well being)</b>	
<b>Intended outcome(s)</b>	
<b>Expected evidence</b>	
<b>Actions to make this happen</b>	
<b>How will this be monitored?</b>	

\* This might include reference to specific training opportunities.

**Training implications:**

- 1.
- 2.
- 3.
- 4.

**Support staff comments:**

**Staff Signature:**

**Line Manager's signature:**

**Date:**