

William Cassidi Church of England  
Primary School

Appraisal Policy Statement

*'Life in all Fullness'*  
*(John 10:10)*



As a school, we want to provide learners with the very best education. To let them experience life in all its fullness and living with all their heart. Our main core value of love underpins all that we do. Our school is Christ-centred and our core Christian values of love, respect, courage, service and resilience flow through every aspect of school life. It is on this bedrock that we provide an excellent education for our whole school family. We want our entire school community to be the very best that they can be and to recognise that they are precious, loved and valued.

## Introduction

This policy sets out the framework for a clear and consistent approach to the appraisal of all staff at William Cassidi Church of England Primary School, including teachers, teaching assistants, support staff and school leaders. It supports the school's Christian vision of "Life in all its fullness" (John 10:10) and promotes the core values of love, respect, service, resilience, and courage.

Appraisal is central to our commitment to developing the potential of every member of our community. Through reflective practice and constructive feedback, we aim to foster a culture of professional growth, collaboration and high standards, with every individual working "with all your heart" (Colossians 3:23).

## Purpose

The purpose of this policy is to:

- Ensure a consistent approach to performance management and professional development.
- Encourage all staff to reflect on their practice and identify areas for growth.
- Support school improvement by aligning individual goals with whole-school priorities.
- Recognise and celebrate professional achievement.
- Provide a basis for pay progression decisions (where applicable).

## Scope

This policy applies to:

- All teaching staff (including Early Career Teachers)
- Teaching Assistants
- Support staff (where appropriate)
- School Leadership (including the Headteacher)

This policy is informed by the following standards:

- Teachers' Standards (DfE, 2012)

- Teaching Assistant Professional Standards (UNISON, NAHT, DfE endorsed, 2016)
- Headteachers' Standards (DfE, 2020)

### Principles of Appraisal

Appraisal at William Cassidi Church of England Primary School will be:

- **Supportive:** Focused on growth, wellbeing, and constructive dialogue.
- **Aligned:** Linked to school improvement priorities, our Christian ethos, and professional standards.
- **Fair and Transparent:** Based on clear criteria and evidence.
- **Developmental:** Promoting career progression and continuous learning.

### The Appraisal Cycle

The appraisal cycle will run annually from September to July, with:

- **Initial meeting (Autumn term)** to set objectives and review previous targets.
- **Mid-year review (Spring term)** to monitor progress and adjust targets if needed.
- **Final review (Summer term)** to assess achievements and inform future planning/pay decisions.

### Objective Setting

Each member of staff will agree on three objectives:

1. **Professional Practice Objective** - linked to relevant standards (e.g., Teachers' or TA Standards).
2. **School Development Objective** - aligned with the School Development Plan (SDP).
3. **Personal Development Objective** - linked to career aspirations or CPD interests.

Objectives should be SMART (Specific, Measurable, Achievable, Relevant, Time-bound) and reflect our Christian values.

### Evidence and Monitoring

Evidence may include:

- Lesson observations or learning walks
- Work scrutiny
- Feedback from pupils/parents/colleagues
- Assessment data and pupil progress
- Self-reflection or learning logs
- Participation in CPD

Monitoring is supportive and designed to affirm good practice and identify development opportunities.

### Professional Standards

Appraisal will take into account:

- Teachers' Standards for qualified teaching staff.
- Teaching Assistant Standards for classroom support staff.
- Leadership Standards for senior leaders, particularly the Headteacher, Assistant Headteacher and middle leaders.

Staff are encouraged to self-evaluate against the relevant standards as part of the appraisal process.

### Pay Progression

Where staff are eligible, pay progression decisions will be made based on:

- The extent to which performance objectives have been met.
- Consistent demonstration of standards.
- Impact on pupil progress and wellbeing.

### Training and Development

The appraisal process will inform individual and whole-school Continuing Professional Development (CPD) planning. Staff will be supported through:

- Coaching and mentoring
- INSET days
- External training
- Peer observations
- Leadership development opportunities

### Appraiser Responsibilities

Appraisers will:

- Conduct objective-setting, reviews and mid-year meetings.
- Provide constructive feedback.
- Support staff to meet their objectives.
- Refer to professional standards appropriately.
- Maintain confidentiality and accurate records.

Typically, the appraiser will be the Headteacher – given the smaller than average size of our primary school.

### Appeals

Where a staff member disagrees with the outcome of their appraisal, they may appeal in accordance with the school's grievance procedure.

### Confidentiality and Records

Appraisal records will be treated confidentially and shared only with those involved in the appraisal, senior leaders, and the Headteacher (or Governing Body, as appropriate). Records will be securely stored in line with the school's data protection policies.

### Monitoring and Review of this Policy

This policy will be reviewed **biennially** by the Governing Body in consultation with staff and unions.

*Adopted by the Governing Body: July 2025*  
*Review Date: July 2027*