Teachers' Appraisal - Flowchart

12 MONTH CYCLE STARTING ON 1 SEPTEMBER EACH YEAR

APPRAISERS APPOINTED

They must be suitably qualified and trained with appropriate Teaching experience.

PLANNING MEETING/OBJECTIVE SETTING

Objectives should be set as soon as practicable after the start of each appraisal cycle and the formal review of the previous period must be completed normally by 31 October for Teachers and 31 December for Headteachers. Other than in exceptional circumstances, no Teacher will be given more than three objectives.

LESSON OBSERVATIONS

Normally there should be no more than three lesson observations for a Teacher in an academic year. Individual observations will also normally be limited to a maximum 60 minutes in length and at least 5 working days' notice will be given of the date and time the observation will take place. Verbal feedback should be provided by at least the end of the next school day.

REVIEWS

Should be held as part of good practice in performance management during the 12 month cycle.

FORMAL REVIEW MEETING/ANNUAL ASSESSMENT

At the end of each appraisal period a Teachers performance will be formally assessed and they will receive a written appraisal report and have the opportunity to comment on it.

APPRAISAL REPORT AND PAY RECOMMENDATION

Pay progression will be made with reference to the Teacher's annual appraisal reports and the pay recommendations they contain. Recommendations will be based on assessment of performance against the agreed objectives.

APPEAL

Where a
Teacher is
dissatisfied with
the Appraisal
Process,
including the
setting of
objectives or
the Appraisal
Report, the
Teacher has a
right of appeal.