

Mid-year appraisal guide

'If we create a culture where every teacher believes they need to improve, not because they are not good enough, but because they can be even better, there is no limit to what we can achieve' Dylan William

Rationale

The mid-year appraisal is a critical part of the appraisal process and serves as an opportunity to review progress against objectives. This guide outlines what should take place before, during and after the meeting to help with consistency and clarity across the school.

The process of the meeting should be underpinned by our 4Bes:

Be Professional

- All parties must stick to agreed dates, times and be prepared for meetings. The meeting should be supportive and challenging. The appraiser should adopt a coaching approach for the meeting.

Be Inclusive

- All colleagues should be treated fairly, whilst challenged professionally, should not feel undue stress, anxiety and must feel listened to.

Be Knowledgeable

- Colleagues should be fully aware of the appraisal policy, pay policy and teacher standards.

Be a learner

- Appraisal purpose is to enhance subject knowledge and practice and by doing so reflect upon own practice, feedback from QET, show understanding of school CPD and evidence-based research (see appraisal policy).

Before the meeting

- Colleagues on M6 and UPS who are expecting to progress to or up the UPS should have informed the Headteacher (see policy) and be familiar with the process (see policy). At the meeting agree a lesson visit and others during the year.
- The appraiser must ensure all colleagues are clear on the process and have access to all relevant feedback from QET.
- In some departments e.g. core, Humanities and Business / IT, the Head of Faculty will not be appraiser for every team member. All line management/appraisal responsibilities should be clarified at the start of the academic year.
- The appraiser should carry out any necessary lesson visits to check on displays, routines and student voice (see SIP terms 1 and 2).

- The above might be the case for assemblies and tutor time re: Head of Years.
- The appraisee should go through their objectives, make any notes/points for discussion and gather any relevant evidence.
- In particular the appraisee should be familiar with the Teachers Standards and reflect on strengths of practice and areas for development.
- Appraisee must reflect on how they have put CPD into practice and developed/developing subject knowledge.
- If the line manager has any concerns M6 to UPS or a colleague on UPS they should raise with line manager and inform the Headteacher.
- Mid-year meetings will take place in term 4. Teams should agree a schedule in term 3 so everyone is clear when meetings will take place well in advance.
- Meetings between SLT and HOFs / HODs should aim to take place in term 3 through line management and as part of QET cycle 2 to raise any concerns and discuss progression and 'bright spots'.
- ECTs do not go through the appraisal process but this time can be used for any reviews with their subject mentor.
- ELT should as part of appraisal reflect upon own leadership and reference Middle Leadership, Mastery/Leadership Framework

Please note for any members of staff who have joined mid-way through the year the focus for their appraisal will be actions from QET and showing understanding of key school policy in terms 3 onwards.

During the meeting

The proforma below can be used by the appraiser to make notes of the meeting this is for the appraiser as a record of what was discussed should there need to be any clarification at a later date. A copy of the notes can be shared if needed. If there are any concerns regarding meeting any objectives this should be discussed with clear guidance on next steps.

After the meeting

The appraisee should then update their appraisal document with the summary of mid-year notes which should indicate progression and areas to focus on for the remainder of the cycle. Once updated the documents can be returned to Sue Isaac for central filing.

Mid-year review (HOFs/HODs)

Relevant evidence which can be looked at during the meeting

QET reports / PPE data / student voice surveys / DIP (RAGed) with term 3 actions updated / staff attendance

Relevant documents / reading (ref. to)

Teachers' Standards / Leadership Framework / Middle Leadership Mastery / Walk Thrus / Key policies (see SIP)

Part one of the meeting

Intention: HOF / HOD presents update on progress to objectives.

HOF / HOD provides update on progress v. objectives and actions taken and presents relevant evidence to support progress towards objectives.

Appraiser will take any notes and summarise what has been said.

Notes

Part two of the meeting

Intention: HOF / HOD demonstrating 'best practice' that is modelled to team members.

Complete a work scrutiny exercise.

- HOF / HOD will bring a full set of books from a year group to the meeting. Along with the seating plan and class profile information. Seating plan can be in any format but must show names and indicate SEND / PP / HPA

Class profile information should include (export from SIMS)

- KS2 data / SEND / EAL / PP
- Line manager will select a cross section of books. HOF / HOD can select any 'best books.'
- HOF / HOD will go through the books to show evidence of:
 - Feedback – response to feedback / Challenge / Checking of misconceptions

- Unit Overviews /Mid-point assessment /End of unit assessment
- Presentation

Part three of the meeting

Intention: HOF / HOD providing overview of the team performance / progression and celebrating success

Line manager and HOF / HOD discuss updates on:

How subject knowledge is being developed through CPD / support for ECTs and new members of staff / development of new or potential leaders / performance of key post holders / contribution of UPS teachers to department CPD / how leaders are supporting the well-being of their teams (see Charter).

Any concerns regarding any members of the team related to appraisal / well-being.

Part four of the meeting

Intention: Summarise the meeting and agree actions for mid-year notes for clarity and purpose

Agree actions / discuss CPD needs

HOF / HOD will then update appraisal document and send to line manager to be signed off and filled.

Mid-year review (HOYs)

Relevant evidence which can be looked at during the meeting

QET reports (tutor time) / Relevant PPE data / Attendance data / student voice surveys / YIP (RAGed) with term 3 actions updated / Reading age data (bottom 20%) / Exclusion and re-set data

Relevant documents / reading (ref. to)

Teachers' Standards / Leadership Framework / Middle Leadership Mastery / Key policies (see SIP)

Part one of the meeting

Intention: HOY presents update on progress to objectives.

HOY provides update on progress v. objectives and actions taken and presents relevant evidence to support progress towards objectives.

Appraiser will take any notes and summarise what has been said.

Notes

Part two of the meeting

Intention: HOY to show analysis of relevant data that is informing daily and termly actions

HOY will present update on (year to date):

Attendance data / exclusions / bullying data / top 10% achievers and behaviour points and actions that have and will be taken.

HOY will present summary on QET of tutor programme and any relevant student feedback plus any particular CPD needs for tutors.

<p style="text-align: center;">Part three of the meeting</p> <p>Intention: To explore year group participation in SDC and where relevant preparation for public exams / end of year assessments (years 9 and 10)</p> <p>Line manager and HOF / HOD discuss updates on:</p> <p>Look at what elements of SDC have worked well and areas for development / any trends in attendance (focus on PP and SEND) / how SDC will be promoted next term.</p> <p>Look at timeline for preparation for public exams / end of year assessments / information for parents / supporting students to revise and read.</p>	
<p style="text-align: center;">Part four of the meeting</p> <p>Intention: Summarise the meeting and agree actions for mid-year notes for clarity and purpose</p> <p>Agree actions / discuss CPD needs</p> <p>HOY will then update appraisal document and send to line manager to be signed off and filled.</p>	

Mid-year review (teachers)

Relevant evidence which can be looked at during the meeting

QET feedback (learning walks and work scrutiny / PPE data / attendance / CPD completed

Relevant documents / reading (ref. to)

Teachers' Standards / LPS lesson and teacher expectations / Walk Thrus / Key policies (see SIP)

Part one of the meeting

Intention: Teacher presents update on progress to objectives.

Teacher provides update on progress v. objectives and actions taken and presents relevant evidence to support progress towards objectives.

Appraiser will take any notes and summarise what has been said.

Notes

Part two of the meeting

Intention: Teacher demonstrating understanding of school policy and CPD and identifying potential areas for further CPD and support

Intention: Post holders / UPS and M6 should be demonstrating 'best practice' that can be modelled to team members.

Complete a work scrutiny exercise.

- Teacher will bring a full set of books from a year group to the meeting. Along with the seating plan and class profile information. Seating plan can be in any format but must show names and indicate SEND / PP / HPA

Class profile information should include (export from SIMS)

- KS2 data / SEND / EAL / PP

- HOF / HOD will select a cross section of books. Teacher can select any 'best books.'
- Teacher will go through the books to show evidence of:
 - Feedback – response to feedback / Challenge / Checking of misconceptions
 - Unit Overviews /Mid-point assessment /End of unit assessment
 - Presentation

Part three of the meeting

Intention: To discuss CPD needs and understanding of key policy

All teachers are on different stages of their career and experience. This part of the meeting should be used to identify any areas of school policy and practice that the teacher may need further help with. This should also celebrate 'bright spots'.

HOF / HOD will also check on well-being and managing workload and any further well-being needs.

Line manager and HOF / HOD discuss updates on:

The HOF / HOD must raise any concerns if it is felt that the teacher may not meet an objective.

Part four of the meeting

Intention: Summarise the meeting and agree actions for mid-year notes for clarity and purpose

Agree actions / summarise any CPD needs and actions from QET

Teacher will then update appraisal document and send to HOF / HOD to be signed off and filled.