**Paramount International Academy**



**Teacher Appraisal and Capability Policy**

**Purpose**

This policy sets out the framework for a clear and consistent assessment of the overall performance of teachers, including the Head Teacher, and for supporting their development within the context of the school’s plan for improving educational provision and performance, and the standards expected of teachers. It also sets out the arrangements that will apply when teachers fall below the levels of competence that are expected of them. This Policy should be read in conjuction with the Professional Development Policy.

**Application of the Policy**

The policy is in two separate sections.

Part A of the policy, which covers appraisal, applies to the Head Teacher and to all teachers employed by the school*.*

Part B of the policy, which sets out the formal capability procedure, applies only to teachers (including the Head Teacher) about whose performance there are serious concerns that the appraisal process has been unable to address.

**PART A – Appraisal**

Appraisal in this school will be a supportive and developmental process designed to ensure that all teachers have the skills and support they need to carry out their role effectively. It will help to ensure that teachers are able to continue to improve their professional practice and to develop as teachers.

**The Appraisal Period & Personnel**

The appraisal period will run for twelve monthsfrom August to June.

In this school the task of appraising the Head Teacher, including the setting of objectives, will be delegated to a sub-group consisting of two membersof the Governing Body. The Head Teacher will decide who will appraise other teachers.

**Setting Objectives**

The Head Teacher’s objectives will be set by the Governing Body.

Objectives for each teacher will be set before, or as soon as practicable after, the start of each appraisal period. The objectives set for each teacher, will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to the teacher’s role and level of experience. The appraiser and teacher will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change.

The objectives set for each teacher will, if achieved, contribute to the school’s plans for improving the school’s educational provision and performance and improving the education of pupils at that school. This will be ensured by quality assuring all objectives against the school improvement plan and the Professional Development Observation Checklist, as set out in the Professional Development Policy.

Before, or as soon as practicable after, the start of each appraisal period, each teacher will be informed of the standards against which that teacher’s performance in that appraisal period will be assessed.

**Reviewing Performance**

**Observation**

Paramount International Academy believes that observation of classroom practice and other responsibilities is important both as a way of assessing teachers’ performance in order to identify any particular strengths and areas for development they may have, and of gaining useful information which can inform school improvement more generally. All observation will be carried out in a supportive fashion.

In this school teachers’ performance will be regularly observed but the amount and type of classroom observation will depend on the individual circumstances of the teacher and the overall needs of the school. In addition to formal observation, Head Teachers or other leaders with responsibility for teaching standards may “drop in” in order to evaluate the standards of teaching and to check that high standards of professional performance are established and maintained. The length and frequency of “drop in” observations will vary depending on specific circumstances. Teachers (including the Head Teacher) who have responsibilities outside the classroom should also expect to have their performance of those responsibilities observed and assessed.

**Development and Support**

Appraisal is a supportive process which will be used to inform continuing professional development. The school wishes to encourage a culture in which all teachers take responsibility for improving their teaching through appropriate professional development. Professional development will be linked to school improvement priorities and to the ongoing professional development needs and priorities of individual teachers.

**Feedback**

Teachers will receive constructive feedback on their performance throughout the year and as soon as practicable after observation has taken place or other evidence has come to light. Feedback will highlight particular areas of strength as well as any areas that need attention. Where there are concerns about any aspects of the teacher’s performance the appraiser will meet the teacher formally to:

* give clear feedback to the teacher about the nature and seriousness of the concerns;
* give the teacher the opportunity to comment and discuss the concerns;
* agree any support (eg coaching, mentoring, structured observations), that will be provided to help address those specific concerns;
* make clear how, and by when, the appraiser will review progress
* explain the implications and process if no – or insufficient – improvement is made.

When progress is reviewed, if the appraiser is satisfied that the teacher has made, or is making, sufficient improvement, the appraisal process will continue as normal, with any remaining issues continuing to be addressed though that process. The assessment of performance and of professional development needs will inform the planning process for the following appraisal period.

**Transition to Capability**

If the appraiser is not satisfied with progress, the teacher will be notified in writing that the appraisal system will no longer apply and that their performance will be managed under the capability procedure, and will be invited to a formal capability meeting. The capability procedures will be conducted as in part B of this policy.

**PART B – Capability Procedure**

This procedure applies only to teachers or Head Teachers about whose performance there are serious concerns that the appraisal process has been unable to address.

**Formal Capability Meeting**

This meeting is intended to establish the facts. The meeting allows the teacher, accompanied by a companion if they wish, to respond to concerns about their performance and to make any relevant representations. This may provide new information or a different context to the information/evidence already collected.

During the meeting, or any other meeting which could lead to a formal warning being issued, the person conducting the meeting will:

* identify the professional shortcomings, *for example which of the standards expected of teachers are not being met*;
* give clear guidance on the improved standard of performance needed to ensure that the teacher can be removed from formal capability procedures (*this may include the setting of new objectives focused on the specific weaknesses that need to be addressed, any success criteria that might be appropriate and the evidence that will be used to assess whether or not the necessary improvement has been made)*;
* explain any support that will be available to help the teacher improve their performance;
* set out the timetable for improvement and explain how performance will be monitored and reviewed; and
* warn the teacher formally that failure to improve within the set period could lead to dismissal. In very serious cases, this warning could be a final written warning.

Notes will be taken of formal meetings and a copy sent to the member of staff. Where a warning is issued, the teacher will be informed in writing of the matters covered in the bullet points above and given information about the timing and handling of the review stage and the procedure and time limits for appealing against the warning.

**Formal Review Meeting**

If the person conducting the meeting is satisfied that the teacher has made sufficient improvement, the capability procedure will cease and the appraisal process will re-start. In other cases:

* If some progress has been made and there is confidence that more is likely, it may be appropriate to extend the monitoring and review period;
* If no, or insufficient improvement has been made during the monitoring and review period, the teacher will receive a final written warning.

As before, notes will be taken of formal meetings and a copy sent to the member of staff. The final written warning will mirror any previous warnings that have been issued. Where a final warning is issued, the member of staff will be informed in writing that failure to achieve an acceptable standard of performance (within the set timescale), may result in dismissal and given information about the handling of the further monitoring and review period and the procedure and time limits for appealing against the final warning.

Final Decision Meeting

If an acceptable standard of performance has been achieved during the further monitoring and review period, the capability procedure will end and the appraisal process will re-start. If performance remains unsatisfactory, a decision, or recommendation to the Governing Body, will be made that the teacher should be dismissed or required to cease working at the school.

The teacher will be informed as soon as possible of the reasons for the dismissal, the date on which the employment contract will end, the appropriate period of notice and their right of appeal.

The power to dismiss staff in this school rest with the Head Teacher and Head of Foundation Stage.

**Appeal**

If a teacher feels that a decision to dismiss them,or other action taken against them*,* is wrong or unjust, they may appeal in writing against the decision within five days of the decision,setting out at the same time the grounds for appeal. Appeals will be heard without unreasonable delay and, where possible, at an agreed time and place. As with other formal meetings, notes will be taken and a copy sent to the teacher.

The appeal will be dealt with impartially and, wherever possible, by managers or governors who have not previously been involved in the case.

The teacher will be informed in writing of the results of the appeal hearing as soon as possible.

**Monitoring and Evaluation**

The governing body and Head Teacher will monitor the operation and effectiveness of the school’s appraisal arrangements.

Date: 29/09/17