

Appraisal Policy

Rationale:

Small World is committed to offering innovative learning environments that support all children to succeed. Effective appraisal enables teachers and managers to reflect on their contribution toward these goals and to identify ways in which that contribution might be improved.

Objectives:

- To ensure that the Small World appraisal process -
 - Encourages personnel to reflect on their own performance.
 - Provides teachers and managers with constructive feedback about their performance from a range of stakeholders (colleagues and service users.)
 - Results in improved performance.
- To ensure that the underlying principles on which the Small World appraisal process are based are transparent and understood.
- To ensure that the procedures and documentation used in the Small World appraisal process are transparent and understood.
- To ensure that the Small World appraisal process is regularly reviewed and updated as required.

Principles:

- The Small World appraisal process is not directly linked to wages, salaries, or employment conditions.
- Teachers and managers will be appraised on performance and not personality.
- Appraisals will be conducted in a fair and equitable manner.
- Effective appraisals involve honest discussion and collaborative goal setting and seek to support the interests and career aspirations of the appraisee.
- The Small World appraisal process focuses on reaching agreement about past performance and on identifying future development activities.

Procedures:

- All Small World personnel will be appraised annually.
- Personnel may also receive performance feedback informally between appraisal dates.
- All Small World personnel will participate in an appraisal induction workshop prior to their first appraisal.
- Appraisers will be provided with separate training and support.
- An appraisal schedule will be circulated to all personnel prior to the commencement of each appraisal cycle.
- Appraisees can request a change of appraisal date and/or a change of appraiser via a member of the management team.
- Appraisers will notify each appraisee in writing of the date and time of their appraisal and their responsibilities prior to the appraisal interview.



- All appraisal discussions and documentation will be confidential to the appraisee, the appraiser and the management team.
- A copy of the appraiser's report will be given to the appraisee at the completion of the appraisal process and another copy will be placed in the appraisee's confidential personnel file.
- The appraisee will sign the file copy to evidence sighting.
- The identity of other Small World personnel and/or parents asked to provide feedback as part of the appraisal process will be protected at all times.
- Written feedback provided by other Small World personnel and/or parents as part of the appraisal process will be destroyed by the appraiser once assimilated.
- The appraisal documents, guidelines and process will be reviewed annually in consultation with all Small World personnel.