



NESSSS

NORTH EAST SURREY
SHORT STAY SCHOOL
TEACHING STAFF APPRAISAL
POLICY

September 2024 – September 2025

Document Control Information

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1	October 2021	New Policy
2	October 2022	Review – Target amended according to SDP
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5		

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Contents

Appraisal	2
Guidance on filling out the form.....	2
Other accountability procedures	3

Appraisal

1. Aims

At The North East Surrey Short Stay School, we know that in order to deliver outstanding teaching effective Continuing Professional Development and staff appraisal must go hand in hand. We are also aware that appraisal in schools can appear to be a 'tick box' exercise. We want to make sure we are not guilty of this. We are also keen to simplify the system, as well as making best use of the most useful evidence available and ensure that appraisal meetings are excellent learning conversations and opportunities for growth.

2. Appraisal pro forma

The appraisal pro forma aims to provide clear and specific evidence of performance over the year. It gives teachers the opportunity to use data from a range of sources (exam results, student feedback, lesson observations and feedback from colleagues) to demonstrate their performance, as well as providing an opportunity to identify key targets for the coming year and any training necessary.

The target page and discussion should be filled in by the colleague whose performance is being reviewed prior to the appraisal meeting with the line manager by the autumn deadline and at the end of the summer term. It is important to note that the discussion itself during the meeting and the action plan which arises from it, not the form, are the most important elements in ensuring that staff receive the training opportunities they need to continually progress and develop.

Guidance on filling out the form

1. Review of previous year

Please use the data (if available) from Summer 2024 to fill this in. If you did not have any examination classes please use your most recent reporting cycle data. Please see Dan Gunn for more information.

2. Setting new targets

1. **Ambition:** How will pupils get the best possible outcome in your area?
2. **Experts in SEND:** What CPD are you using to improve teaching or curriculum?
3. **Belonging:** How are you creating ownership in the values of the school in your curriculum area?

3. Collating evidence

- a. **Data:** You may use Year 11 performance data from **summer 2024**. This may include information on attendance, contact logs or personal interventions. You may wish to keep photographic samples of students' work as evidence of interventions.
- b. **Observations:** Originals/Photocopies of all observation forms will be given to you following an observation of longer than 15 minutes. You may use evidence from any observation to support your targets. You may also use feedback from learning walks.

4. Discussion of progress

At the end of term 3, your targets will be reviewed by the Headteacher/SLT and evidence discussed. This will happen during the review fortnight commencing **7th July 2025**.

5. Threshold application

If you are due to apply for threshold for 2023-2024, please see Nick Elliott who will outline the process. This will include an application form, 360 review and (possibly) presentation interview. The deadline is 30th September 2023.

Other accountability procedures

1. Provision Reviews

Each provision lead, together with the SLT line manager, will lead a departmental review every year. This will include observations, data analysis, external verifications, pupil voice and work sampling. This is a collaborative look at the provision and a time to celebrate what is working well and set some clear objectives for ensuring continuous improvement.

2. Observations

Observations are non-graded and will include key areas of strength and areas for development. All new staff are observed within the first few weeks of joining NESSSS.

3. T&L audits

Alongside internal audits by the T&L team, we will be undertaking a whole-school external audit in association with Surrey County Council representatives during 2023/2024.

4. Work scrutiny

Work scrutiny form an important part of ensuring that all our students are getting regular and effective feedback. The SLT, provision leads will undertake these on a regular basis.

You will always be given notice of observations, and may request an observation at any time. This should initially be requested through your provision lead or via the Headteacher.