



Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

To foster spiritual growth in Christian faith and values
To value, appreciate and enjoy learning.
To work for excellence
To further curiosity and creativity
To aspire to high ideals
To stimulate generous service of others

Staff Appraisal (Performance Management) Policy

Appraisal in this school will be characterised by an atmosphere of trust
This is part of the process of improving teaching and raising standards
Teachers will have a proper opportunity to discuss their professional development
There is no link to pay

Process:

Teachers will be asked to fill in the attached form before a discussion with the Headteacher

Initial Interview:

Discussion of performance and the Appraisal Form

Targets should be agreed –

- a Progress in subject / department
- b Professional development

Lesson Observation is an element of this process

Staff will be asked to suggest a lesson which they will be happy to have observed
Feedback will often be in writing and should be constructive

Mark books and record books may be looked at

Final meeting:

The Headteacher and the Teacher will meet to discuss progress over the year and this will be recorded in writing

Monitoring and Review:

This will be carried out by the Senior Management Team

Appendices:

- 1 Staff appraisal form for teacher to complete
- 2 Lesson observation form
- 3 Planning sheet for targets
- 4 Review statement

*(Prepared 2002| Reviewed DPW 2002;
Reviewed 2007 and Sept 2008
Next Review due:Sept.2009)*

Sacred Heart School, Swaffham Performance Management

Name:

Department

Please fill this in and return it to me before your appointment with me

What are your main responsibilities in the School?

Which of these responsibilities do you feel are strengths?

In which areas do you think there could be development?

What improvements do you think you have made over the last two years in:

a Knowledge e.g. exam results; value added and so on.

b Classroom management eg differentiation; resources; ICT

c Assessment eg marking; monitoring

What opportunities for INSET have you had over the last year?

Is there any other way you feel you have contributed to the School's progress over the last year?

What further training do you feel that you would benefit from?

Signed:

Date:

Sacred Heart School Name:

Subject:

Date:

Lesson Observation:

Context of lesson:

Overview:

Register taken	
Aim of lesson stated	
Homework given / collected	

Recap of previous lesson	
Objectives achieved partly / mainly / entirely	
Conclusion	

Teaching:

Secure subject knowledge	
Clear objectives	
Clarity of instruction	
Good planning & appropriate material	
Skilful questioning	
Interesting & purposeful activities	
Encouraging response to pupils' work	
Homework used effectively to reinforce	
Differentiation: Able pupils stretched	Simplification
Appropriate resources	
Good pace	
Audibility: Tone and variation of voice	
Use of suitable aids: Whiteboard, film etc	
Good discipline	
Attention to Health & Safety	
Perceptive assessment of pupils' work	
Assessment informs planning	
Teaching enables progress	

Pupil Response:

Pupils show interest	
Pupils enjoy lesson	
Pupils ask perceptive questions	
Pupils have a positive attitude	
Have pride in work	
Concentrate on work	
Development of individual study skills	
Skill in working with others (co-operative learning)	
Pupils show initiative	
Pupils evaluate	
Pupils work well with each other	
Respect	
Pupils are well motivated	
Pupils are confident	
Use resources with care	
Produce good quality work	

Progress: Gains in Learning

Name:

Knowledge		Skills	
Understanding		Orals skills	
Written work		Numeracy	
Creativity		Aesthetics	
Morality		Spirituality	
Cultural		Moral	
Independent learning			

Learning skills observed

Applying learning	
Seeking information	
Observation	
Communicating ideas and information	
Asking for help and clarification	
Problem solving	
Use of ICT	

Role of Learning Support: Individual help

Group Support

Not applicable

Interpersonal relations:

Rapport with pupils, warmth and humour	
Appropriate praise	
Helpful criticism	
Encouragement	
Ability to maintain pupils' attention	

General Comments:

Planning / Resources /

Accommodation

Strengths

Areas for development

Other comments

Signature:**Date:**

Sacred Heart School – Appraisal

Name:

Job Title:

Review Statement

Overall assessment of performance, including achievement of individual objectives (summarising relevant information)

Statement agreed by: (signature & date)

Class Teacher:

Date:

Class Teacher's comments:

Team Leader:

Date:

continued overleaf /

Objective	Tasks	Criteria	Strategies
		Timescale	Monitoring Strategies
		Measures	Supporting Strategies
		Resources	Reviewing Strategies

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Professional Teaching Standards

Teachers with 3+ years experience

PM2b

The standards set out below are for guidance only and should be read in conjunction with the relevant job description(s)

The Standards for Teachers with 1 – 3 years experience will also be taken into account in the review of the performance of more experienced teachers

Teaching and Learning

- Be a role model for colleagues and pupils
- Strive for excellence
- Evaluate their own teaching and help others to do the same
- Assist pupils and staff to assess their work in order to improve learning keeping in mind relevant school policies
- Plan for long term, assess future needs and possible opportunities

Pastoral Care

- Contribute to Collective Worship eg assemblies
- Have a high awareness of current pastoral issues for pupils
- Pupils seek these teachers out
- Command respect of parents and pupils
- Support a whole school approach to the spiritual, moral, social and cultural development of pupils
- Make appropriate judgements on pastoral issues and know when to refer these on

Contribution to the wider life of the school

- Contribute to and develop activities and events which promote the school's ethos
- Encourage participation

Contribution to school development through membership of teams

- Willing to give time to support colleagues; will to share expertise
- Instil pride in the school and team / department
- Address issues / problems which deter success of the team / department
- Listen and be open to suggestions
- Promote a positive outlook within the staffroom
- Promote a 'can-do' ethos

Professional Development

- Keep up-to-date with subject knowledge and teaching methodologies
- Identify own training and development needs
- Contribute to school initiatives to improve the educational experience for pupils