



SMITHDON HIGH SCHOOL

School Policy and Procedures

for the

PERFORMANCE MANAGEMENT

of Support Staff

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1. INTRODUCTION

- 1.1. The Support Staff at Smithdon High School are an integral part of the school staff as a whole and are entitled to the same developmental opportunities as their teaching colleagues.
- 1.2. The performance management criteria is designed to support the school's core values and the emphasis on teaching and learning.
- 1.3. Where support staff are part of a curriculum team, their performance management is driven by the Head of Department. This ensures that targets are set in accordance with departmental developmental priorities. These responsibilities are clearly delineated and reflected by TLR levels.
- 1.4. The documentation for catering and site staff is deliberately straightforward and designed to offer an opportunity to appraise performance without being onerous.

2. TIMESCALES

- 2.1 The Performance Management cycle for support staff runs along the same cyclical time frame as for teaching staff.
- 2.2 Performance Management meetings take place in the first half of the Autumn Term. The previous year's targets are reviewed and objectives for the ensuing year are set. Copies of the completed proformas are forwarded to the Headteacher for the central file by the Friday immediately prior to the October half term holiday.

3. GENERAL GUIDANCE

- 3.1 The postholder and team leader should agree two or three objectives for each academic year.
- 3.2 For Heads of Department/team leaders there should always be three objectives, one of which should relate to the development of the team and its members.
- 3.3. At least one objective must relate to the support of the educational priorities of the school.
- 3.4 Training and development needs should be identified. Appropriate INSET should be actively sought to support these (if required).
- 3.5 The simplified proforma should be used for Catering and Site Team staff (see attached).

4. PERFORMANCE MANAGEMENT ARRANGEMENTS

- 4.1 Responsibility for carrying out Performance Management is in accordance with the attached table.

POSTHOLDER	LINE MANAGER
ICT Systems Manager Librarian Data Administrator	Deputy Headteacher (LBe)
Administration Officer Catering Manager Premises Manager Cover Supervisors Examinations and Finance Officer	Assistant Headteacher (MSt)
Internal Exclusion Supervisor Attendance Administrator Work Related Learning Co-ordinator	Assistant Headteacher (SDi)
Design and Technology Technician Assistant DT Technician (Food Tech)	Head of Design and Technology
Leading Science Technician	Head of Science
Science Technician Assistant Science Technician	Leading Science Technician
Learning Support Assistants	Head of Achievement
Administration Team	Administration Officer
Premises Officer Site Assistant Cleaners	Premises Manager
Assistant Cook Catering Assistants	Cook Manager
HLTA (Maths)	Joint Head of Mathematics (HJo)
ICT Technician	ICT Systems Manager