

Staff appraisal and development procedure

The aim of the appraisal process is to facilitate the achievement of agreed personal professional improvement goals, as drafted by the employee. The relationship between an employee and their appraisal overseer is therefore one of discussion, clarification, guidance and support. The relationship between an employee and a partnered colleague is one of exploration, definition, prioritisation, refinement, resource identification, achievement, and celebration.

Each employee is responsible for drafting and executing a professional development plan to achieve improvement goals. Each appraisal overseer is responsible for ensuring that improvement goals are SMART, ratifying the improvement plan and facilitating progress by offering encouragement, support, and synergetic relationships across staff members.

The process

Action	By whom
Assign appraisal overseers from the leadership team	Principal
Conduct training sessions for overseers	Principal
Conduct information sessions for employees	Principal
Conduct classroom observations	Overseer
Provide data-driven feedback to the employee	Overseer
Identify improvement goals <ul style="list-style-type: none"> • Partner with a colleague of choice • Review last year's outcomes • Draft goals in the light of the current context 	Employee & colleague
Create an action plan to achieve the goals	Employee
Check the action plan for quality assurance	Overseer
Formally approve the action plan	Principal
Implement the plan	Employee with overseer support
Regularly meet to monitor progress	Overseer with employee
Conduct a mid-process review	Overseer with employee
Refine goals as needed	Overseer with employee
Conduct an end of process review	Overseer with employee
Write a draft appraisal report	Employee
Refine the appraisal report	Employee & colleague
Formally approve the appraisal report	Overseer
Meet with the principal to report outcomes, give & receive feedback and discuss future intentions	Employee

Performance and development plan, timeline example (southern hemisphere)

Activity	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Assign & train overseers				■								
Employee information sessions				■								
Classroom observations					■							
Identify improvement goals												
• Overseer feedback meeting					■							
• Partner with a colleague					■							
• Review last year's outcomes					■							
• Draft goals					■							
Develop the development action plan					■							
Gain formal approval						■						
Implement the plans						■	■	■	■	■		
Mid-process review								■				
End of process review									■	■		
Write up report										■		
Review & ratify the report										■	■	
Meeting with principal to report outcomes											■	■