



Appraisal Policy

Policy Reviewed by:	Suzy Hollett (HR Manager)
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Policy Verified by:	Sara Llewellyn (School Leader-CEO)
Date:	08.08.2026
Date for Next Review:	01.09.2027

Aims

Maple Haven is committed to promoting a culture of continuous improvement, professional development and high-quality practice.

The appraisal process is designed to:

- Support all employees in achieving their full potential.
- Improve outcomes for pupils.
- Recognise and celebrate individual contributions.
- Identify professional development needs.
- Support career progression.
- Ensure staff receive regular feedback and support.
- Promote accountability and professional standards.
- Contribute to school improvement priorities.

Scope

This policy applies to all employees directly employed by Maple Haven School, including:

- Teachers
- Teaching Assistants
- Learning Support Assistants
- Therapy Staff
- Administration Staff
- Site and Maintenance Staff
- Senior Leaders

Contractors and volunteers are not covered by this policy.

Legislative Framework

This policy has been developed with regard to:

- Equality Act 2010
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Employment Rights Act 1996

- Keeping Children Safe in Education (Current Version)
- Maple Haven School Safeguarding and Child Protection Policy

The appraisal process will be applied fairly and consistently, and reasonable adjustments will be made where required.

Principles

The appraisal process will:

- Be supportive and constructive.
- Focus on professional growth and development.
- Be fair, objective and evidence based.
- Encourage open and honest discussion.
- Recognise achievements.
- Identify support and training needs.
- Promote safeguarding responsibilities.
- Support staff wellbeing.

The Appraisal Cycle

Appraisal is an ongoing process.

All employees will receive:

Annual Appraisal Meeting

A formal appraisal meeting will take place once every academic year.

The meeting will include:

- Review of previous objectives.
- Discussion of achievements.
- Professional strengths.
- Areas for development.
- Training requirements.
- Safeguarding responsibilities.

- Wellbeing and workload considerations.
- Objectives for the next appraisal period.

Mid-Year Review

A review meeting will normally take place midway through the appraisal cycle.

This meeting will:

- Monitor progress.
- Provide support where required.
- Review objectives.
- Identify any barriers to success.
- Discuss professional development opportunities.

Informal Supervision

Managers should provide regular feedback throughout the year and should not wait until the annual appraisal to discuss concerns or recognise achievements.

Objectives

Objectives should be:

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound (SMART)

Objectives may relate to:

- Pupil outcomes.
- School improvement priorities.
- SEND practice.
- Communication skills.
- Behaviour support.

- Leadership development.
- Professional qualifications.
- Personal development goals.

Objectives should be realistic and proportionate to the individual's role.

Evidence

Evidence considered during appraisal may include:

- Lesson observations.
- Learning walks.
- Professional discussions.
- Pupil progress information.
- EHCP outcomes.
- Safeguarding practice.
- Attendance and punctuality.
- CPD participation.
- Teamwork and professional conduct.
- Feedback from colleagues, parents and professionals where appropriate.

Appraisal decisions will never be based on a single source of evidence.

Professional Development

The School is committed to supporting continuous professional development.

During appraisal discussions, employees will be encouraged to identify:

- Mandatory training needs.
- Specialist SEND training.
- Leadership opportunities.
- Professional qualifications.
- Career aspirations.
- Areas where further support would be beneficial.

Appropriate development opportunities will be considered wherever reasonably practicable.

Safeguarding Responsibilities

Maple Haven School considers safeguarding to be everyone's responsibility.

Appraisals will consider:

- Compliance with safeguarding procedures.
- Maintenance of professional boundaries.
- Attendance at mandatory safeguarding training.
- Adherence to the Staff Code of Conduct.
- Promotion of pupil welfare and wellbeing.

Concerns regarding safeguarding practice will be managed in accordance with the school's safeguarding procedures.

Wellbeing

The School recognises the importance of employee wellbeing.

Appraisal meetings should provide opportunities to discuss:

- Workload.
- Work-life balance.
- Support needs.
- Health and wellbeing.
- Reasonable adjustments where appropriate.

Managers should take reasonable steps to address concerns raised by employees.

Confidentiality

Appraisal records are confidential.

Information will only be shared where necessary with:

- The employee.
- The line manager.
- Senior Leaders.
- Human Resources.

Records will be retained and processed in accordance with the School's Data Protection Policy and Record Retention Schedule.

Capability

- The appraisal process is intended to support professional development.
- Where serious concerns about performance arise, these will normally be addressed through appropriate support measures.
- Where concerns remain unresolved, the School may initiate the Capability Procedure.
- Capability procedures are separate from the appraisal process.

Appeals

Employees who disagree with the outcome of an appraisal may:

Discuss concerns with their appraiser.

Request a review by a member of the Senior Leadership Team.

Raise concerns through the School's Grievance Procedure if appropriate.

Roles and Responsibilities

School Leader

The School Leader will:

- Ensure the policy is implemented fairly.
- Monitor the quality of appraisals.
- Promote consistency across the School.
- Ensure managers receive appropriate training.

Appraisers

Appraisers will:

- Conduct appraisal meetings professionally.
- Provide constructive feedback.
- Set appropriate objectives.
- Identify support and development needs.
- Maintain confidentiality.

Employees

Employees will:

- Participate fully in the appraisal process.
- Prepare appropriately for review meetings.
- Take reasonable steps to achieve agreed objectives.
- Engage in professional development opportunities.

Monitoring and Review

The School Leader and HR Manager will monitor the effectiveness of the appraisal process annually.

This policy will be reviewed annually or sooner in response to:

Legislative changes.

Changes in employment practice.

Inspection recommendations.

Feedback from staff.