



## Staff Professional Review and Development Policy

### **PURPOSE**

The purpose of Professional Review and Development (PRF) in the schools is to develop and support each individual to enable them to implement BHS principles and to enhance the quality of teaching and learning of the students. The PRD system is not used for disciplinary reasons.

### **AIMS**

The specific aims of the PRD process will be to:

1. Recognise and applaud the achievements of staff;
2. Review, evaluate and develop professional performance;
3. Improve management relationships and processes in the school;
4. Identify individual staff development needs and set meaningful targets;
5. Support the implementation of the School's Development Plan; and
6. Discuss future career plans.

### **MANAGEMENT OF THE SCHEME**

The Head of Professional Development and Appraisal will be responsible for the management of the scheme and for its day-to-day administration. The Principal is responsible for ensuring a consistency of approach in all reviews. The Head of Professional Development and Appraisal will arrange appropriate training for Reviewees and Reviewers.

### **EQUAL OPPORTUNITIES**

PRD must operate, and be seen to operate, fairly and equitably for all staff. Reviewers must be aware of their responsibility to use the process to support all staff in the fulfilment of their potential.

### **WHO REVIEWS WHOM?**

Reviewees should usually be reviewed by a single Reviewer and one record form used. Reviewees have the right, however, to opt for a separate Summative Reviewer of equal or higher status who is at least Head of Department/Manager status and of higher status than themselves.

If a member of staff teaches within two departments the teacher will be deemed to belong to the department in which he/she has the greater teaching commitment.

The Principal's review will be conducted by the Chairman of the BHS Governing Body and by an experienced Head Teacher.

### **WHAT WILL BE REVIEWED?**

The full range of duties as expressed in an agreed individual job description will be reviewed. Classroom observation will be an integral part of the PRD process for teachers.

### **ORGANISATION**

The school's scheme will follow a three-year cycle.

### **CONFIDENTIALITY**

The record of Review is confidential. The target sheet is copied to the Head of Professional Development and Appraisal, the two Vice Principals and the line Manager. It should be handwritten or word processed by the Reviewer and countersigned by the Reviewee.

At the end of the review the original is kept by the Reviewee and the only photocopy is sent directly to the Principal. All other documentation should be destroyed or deleted.

### **COMPLAINTS**

Any member of staff who has a complaint about the administration or conduct of his/her PRD interview should complain in the first instance to the Head of Professional Development and Appraisal. If the matter cannot be resolved it will be referred to the Principal.

### **FOLLOW UP**

The Principal will see the Reviewee within one month of the completion of the review for a brief final interview.

The Head of Professional Development and Appraisal will see the Reviewee within one month of this final interview to plan how the targets can be met. Further interviews, to be conducted by the Head of Professional Development and Appraisal, should take place on an annual basis until the next review.

*Please note that this Policy should be read in conjunction with the 'Guidance for Reviewers and Reviewees' (below).*

## **BRUMMANA HIGH SCHOOL Guidance for Reviewers and Reviewees**

1. The Head of Professional Development and Appraisal specifies in which term the review is to take place. The relevant documentation is available on-line. Since a key aim of review is to value colleagues, it is important that the whole process be completed within eight weeks.
2. The reviewer notifies the Reviewee that the PRD process is underway. The Reviewee completes the Self-Evaluation Form and forwards a copy to the Reviewer before an agreed date for an initial meeting. It is vital that the Reviewee takes time to complete fully the Self-Evaluation Form as it provides an important opportunity to highlight all aspects of his/her contribution to the school. The Reviewee should send the completed form to the Reviewer within two weeks of receiving it.
3. **At this initial meeting**
  - Dates, times and lessons to be observed are agreed. It is expected that 2 or 3 lessons will be observed in the Reviewee's first review if he/she is new to the school. However, one lesson should suffice in subsequent reviews provided the Reviewee has been observed by the Head of Department within the previous 12 months.
  - The time, place and agenda for the PRD interview are arranged.
4. **Classroom observation and collection of information**
  - The classroom observation Form should be used for review purposes.
  - Immediate feedback of the observation is desirable and should always be given within 48 hours.
  - Interviews with the three or four staff nominated by the Reviewee should be held on a face-to-face basis unless this proves impossible. The Reviewer should make brief notes as appropriate.
  - Any comments made by colleagues during the consultation will be attributable.
5. **The PRD interview**
  - The interview may last from one to two hours. It is the Reviewer's responsibility to ensure the interview adheres to the agreed agenda. During the interview the Reviewer should make notes to enable an accurate summary to be drawn up.

- At the interview, targets spread over the next three years should be agreed. These targets should be SMART: Specific, Measurable, Agreed, Realistic, Time-contained. In particular, be precise about the desired result and timescale. Restrict Reviewees to no more than five targets. The deadline should be varied and the targets should be challenging.
  - After the interview the Reviewer completes the PRD Record Form which should be presented to the Reviewee within one week of the interview. The PRD Record Form can be word-processed or hand written, but must be written by the Reviewer. The agreed summary should be signed jointly.
  - In the event of disagreement, further discussion should take place until agreement is reached. If agreement cannot be reached the Reviewer reports this to the Head of Professional Development and Appraisal, who will see both the Reviewer and Reviewee separately before coming to a conclusion. If both parties do not agree to the result of this negotiation, the matter is referred to the Principal.
6. **The distribution of the final forms**
- The agreed and signed PRD Record Form is photocopied once. The original is kept by the Reviewee and the photocopy is either given directly to the Principal by hand or, if this is not possible, in an envelope marked Private and Confidential.
  - Up to four copies of the target sheet are made. One is sent to the Staff Development Co-ordinator, one is sent to each of the Vice Principals and one is retained by the Reviewee's Line Manager.
  - In the case of a Head of Department's review, which has not been carried out by the Vice Principal Academic, a copy of the target sheet should also be forwarded to him/her.
  - **All other review documentation must then be destroyed or deleted.**
7. The Principal will see the Reviewee within one month of the review for a brief final interview.
8. The Head of Professional Development and Appraisal will meet with the Reviewee as soon as possible after the Principal has seen the Reviewee. The purpose of such a meeting is to plan how the targets are to be met and to decide on the development needs that have emerged from the review.
9. Further interviews with the Head of Professional Development and Appraisal will take place on an annual basis until the next review. This is to monitor the progress made towards achieving the targets and to consider any further development needs that the Reviewee has.

JND Gray  
Principal  
30/05/19