



BELVEDERE INTERNATIONAL SCHOOL

APPRAISAL POLICY

2023-2024

Review Date:	March 2024
Next Review Date:	March 2025

Acting Principal	Ms. Antonette Naidoo		
Signature		Date:	06-Mar-2024
BIS Board of Governors	Dr. Salem Aldarmaki		
Signature		Date:	13-Mar-2024

1. Purpose of the Policy

At Belvedere International School we are committed to continually improve the quality of teaching and learning for all our students and we believe that appraisals will assist our staff to achieve this aim through clarity of role and expectations, encouragement, development and feedback.

Appraisals will enable a professional discussion to take place regarding workload and priorities and will give staff the appropriate focus, development and support. It will also provide staff with an opportunity to discuss in confidence any matters regarding their employment at work that may inhibit their performance.

This policy sets out the principles for a clear appraisal of the overall performance of all staff and for supporting their developmental needs within the context of the school improvement plan and their own professional needs.

2. Principles

We will implement our appraisal process on the following principles:

- Equality of Opportunity: All staff are encouraged and supported to achieve their potential through clarity of expectations and job description, regular feedback, performance review and provision of relevant development.
- Consistency of Treatment and Fairness: We will take action to ensure our performance appraisal process is fair, non-discriminatory and that staff are treated consistently.
- High Expectations: We believe by setting appropriate and challenging standards of performance and providing suitable feedback and development all staff have the potential to continually improve their performance.

3. Application of the Policy

This policy applies to all staff employed at Belvedere International School with the exception of staff on contracts of less than a year.

4. Policy Framework

4.1 General

Performance appraisal is a shared responsibility. The Board of Governors has the strategic responsibility for establishing this policy, providing the Principal with the support to ensure it is fully implemented and ensuring the Principal receives appropriate performance appraisal in order to set the right framework and culture for all staff in the school.

The Principal will ensure that this policy and guidance are communicated effectively and that staff with performance appraisal responsibilities have access to appropriate training and preparation.

The performance of all staff will be reviewed on an annual basis. Appraisal planning and reviews for all staff in the school will be completed before the end of the academic year. All staff must have an up to date job description and this will form the basis for discussion at the appraisal planning and review meeting.

4.2 The Appraisal Meeting

It is the responsibility of the Appraiser to arrange the meeting with the staff member being appraised, normally with at least five working days' advance notice. The Appraiser must prepare for the meeting and ensure all relevant information and evidence that will be used during the meeting has been shared with at the earliest possible opportunity.

The Appraisal meeting should provide a two-way discussion to:

- Assess performance during the previous year against the staff member's role and responsibilities, including performance objectives and targets
- Agree on targets for the year ahead
- Confirm timescales for achievement of the targets and for provision of support, including development

- Discuss and agree appropriate monitoring arrangements and other support for the staff member, including classroom observations, if appropriate to the reviewee's role
- Agree any areas of relevant training and professional development and related actions
- Allow the reviewee to raise any issues or concerns regarding their workload or work - life balance

It is the staff member's responsibility to play an active role in their review. This includes preparing for the meeting by:

- Reflecting on their performance over the past year including their performance against the agreed upon targets
- Considering how they have made a wider contribution to the school, and
- Identifying some of their future development needs

4.3 Monitoring

The Appraiser will ensure that appropriate arrangements are in place to support the staff member being appraised with regular monitoring and feedback. This should be discussed in the appraisal meeting. There should be at least one formal mid-year review meeting to discuss performance, provide feedback and to discuss the provision of training.

At Belvedere International School teachers' performance will be regularly observed but the amount and type of observation will depend on the individual circumstances of the teacher and the overall needs of the school. In addition to formal observations, the Principal or other members of the SLT with responsibility for Teaching and Learning may "drop in" in order to evaluate the standards of teaching and to check that high standards of professional performance are established and maintained. The length and frequency of "drop in" observations will vary depending on specific circumstances.

5. Review of Policy

This Appraisal Policy will be reviewed by the Appraisal Governor and SLT each year and then approved by the Chair of Governors.

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