



# Holy Souls Catholic Primary School

## Teachers Appraisal and Pay Policy

The IEB of Holy Souls Catholic Primary School agreed to adopt the model policy recommended by Birmingham City Council.

The purpose of this document is to provide teachers with a summary of how the Performance Management and Pay Policy will affect them.

- All decisions about teacher pay must be rooted in this policy.
- Performance Management focuses on five key areas at Holy Souls Catholic Primary School overall; Catholic Life, Personal Development, behaviour and welfare, Teaching, Learning and Assessment, Outcomes and Leadership and Management.
- Each teacher will have 3 appraisal targets based on the above.
- Middle leaders will have an additional target for Leadership and Management.
- Members of SLT will have an additional 2 targets for Leadership and Management.
- Head teacher will have additional targets for Leadership and Management and one other related to the business and financial aspect of the school.
- Targets should be set that are based upon pupil progress.
- Performance Management will begin on 1<sup>st</sup> November 2018 and close on 31<sup>st</sup> October 2019. Pupil outcomes from the August results and end of summer term progress and assessment data will be taken into consideration.
- Support staff's incremental rise dates from 1<sup>st</sup> April. Teaching staff's incremental rise dates from 1<sup>st</sup> September.

- All teachers must have evidence from at least 1 formal observation, other learning walks, reviews of progress and book scrutinies. This evidence could come from focus weeks or other whole school/departmental quality assurance procedures.
- Holy Souls Catholic Primary School will stay with current pay structure Band 1M1-M6 and Band 2U1-U3.
- Teachers will progress within Band 1 at standard, enhanced or reduced rates Teachers within Band 2 will progress at standard, enhanced or reduced rates. Standard progress is expected, enhanced is an accelerated move and reduced means a standstill. There can be no move backwards.
- In Band 1 standard progress will be one step per year, enhanced 2 steps. Applicants will need to apply in writing to access band 2. Please see the guidelines attached on making this application.
- The evidence base for pay progression will be transparent and equitable and be based upon a portfolio of evidence and will include performance against job descriptions, Teacher Standards, pupil performance over time, lesson observations, attendance and other quality assurance procedures e.g. reviews of pupil progress, book scrutinies etc.
- Neither pupil voice nor parental feedback will be used to inform pay progression.
- Long term absence such as maternity leave will not be taken into account.
- Any problems or concerns regarding this must go to the Head teacher.
- A copy of the staffing structure is available on request.

Ratified on: 12<sup>th</sup> December 2018

To be reviewed on: 1st April 2019