

APPRAISAL OF ACADEMIC STAFF POLICY

The appraisal system in the School is obligatory and aims, through a framework of personal contact and communication between staff at all levels, to be a supportive and developmental process which will: give proper recognition to individuals' abilities and contributions to the life of the School; recognise, celebrate and encourage strengths; eliminate obstacles to fulfilment and efficiency; consider colleagues' past and future professional development; and thereby improve the quality of education for our boys.

This appraisal procedure sets out the framework for a clear and consistent appraisal of the overall performance of teachers and for supporting their development. It is linked therefore to Continuous Professional Development (CPD) procedures, as set out in the Common Room Handbook. However, appraisal is not tied to any salary or disciplinary procedures and all elements of the appraisal are conducted following legal requirements for confidentiality. *(Unsatisfactory behaviour or performance will be raised and dealt with following the School's disciplinary policy, as outlined in the Disciplinary Policy and Procedures for Members of the Academic Staff.)*

The Second Master has direct responsibility for the appraisal process. Every appraisal involves the writing of a comprehensive written statement (covering, as standard features, academic, pastoral, co-curricular involvement, career and professional development, and agreed targets) agreed by all parties: lesson observation and feedback from other colleagues and boys are central parts of the process. The initial process concludes with an interview with the Headmaster.

All members of the teaching staff are appraised on a 3-year cycle, although earlier appraisals may be requested at any time. Heads of Department are responsible for the direct appraisal of those in their department. Heads of Department and Housemasters (and the Lower Master) are appraised by someone they select from the Senior Panel (experienced mentors and/or members of the Senior Team, including the Second Master and the three Deputies). Appraisals are followed by a shorter interim appraisal in the fourth term after the appraisal meeting with the Second Master to check on progress of the appraisee towards agreed targets.

Members of the Senior Team and the Headmaster are appraised following an even more rigorous procedure that may involve an external appraiser from another HMC School. The Headmaster will be appraised under arrangements agreed with the Chairman of the Tonbridge School Governors.

Full details of the Appraisal procedure, including Guidance and pro-formae can be found in the Appraisal Handbook (see 'Appraisal Handbook' at <https://tonbridge.fireflycloud.net/second-master/appraisal>)