



POLISI RHEOLI PERFFORMIAD

2021-2022

Mabwysiadwyd gan y Corff Llywodraethol :

Llofnod y Cadeirydd: Dyddiad:

Llofnod y Pennaeth: Dyddiad:

Dyddiad Adolygu:

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- B. Templed - pennu amcanion
- C. Templed - datganiad adolygu arfarniad

1. Ynglŷn â'r polisi hwn

Mae'r polisi hwn yn nodi trefniadau rheoli perfformiad ar gyfer y pennaeth ac athrawon yr ysgol. Mae'r Corff Llywodraethu, y Pennaeth a'r Awdurdod Lleol wedi cytuno arno ac mae'n dilyn ymgynghoriad â phob aelod o staff ac undebau llafur cydnabyddedig. Mae'n disgrifio'r diben, y gweithdrefnau, y rolau a'r cyfrifoldebau a fydd yn sicrhau bod trefniadau rheoli perfformiad yr ysgol yn cyfrannu at ddatblygiad proffesiynol ei staff ac at gyflawni amcanion datblygu ehangach ar gyfer yr ysgol a'i dysgwyr.

Adolygir y polisi bob blwyddyn a bydd unrhyw addasiadau angenrheidiol yn destun ymgynghoriad pellach ag aelodau o staff.

Bydd y pennaeth yn rhoi adroddiad ysgrifenedig blynyddol i'r Corff Llywodraethu ar weithrediad ac effeithiolrwydd y polisi hwn yn cynnwys yr anghenion hyfforddi a datblygu sy'n deillio o'r broses rheoli perfformiad.

Lluniwyd y polisi hwn gan ystyried yn briodol y Rheoliadau Arfarnu presennol a'r canllawiau ategol a gyhoeddwyd gan Lywodraeth Cymru. Gellir eu gweld yn:

Rheoliadau:

www.legislation.gov.uk/wsi/2011/2940/contents/made

Canllawiau:

www.wales.gov.uk/topics/educationandskills/publications/guidance/performance-man-for-teachers?lang=cy

Nid yw'r polisi hwn yn gymwys i'r canlynol:

- athrawon newydd gymhwyso yn ystod eu cyfnod sefydlu statudol nad ydynt yn rhan o'r trefniadau rheoli perfformiad; neu
- athrawon a gyflogir am gyfnod sefydlog o lai nag un tymor ysgol

2. Egwyddorion sy'n sail i reoli perfformiad

Bydd yr egwyddorion canlynol yn sail i'n trefniadau rheoli perfformiad:

- Ymddiriedaeth, cyfrinachedd a sgwrs broffesiynol rhwng yr arfarnwr a'r arfarnai
- Cysondeb fel bod pob aelod o staff yn cael ei drin yn deg
- Cydnabod cryfderau ac ymrwymiad i rannu arfer effeithiol
- Ymrwymiad i roi adborth adeiladol ar berfformiad
- Trwyadl ac yn seiliedig ar dystiolaeth
- Ymrwymiad a rennir i gyflawni cynllun gwella'r ysgol a blaenoriaethau cenedlaethol priodol

3. Safonau proffesiynol

Mae'n ofynnol i athrawon gyrraedd y Safonau Athrawon wrth eu Gwaith ar ddiwedd eu cyfnod sefydlu a rhaid iddynt barhau i'w cyrraedd drwy gydol eu gyrfa. Mae'n ofynnol i'r pennaeth gyrraedd y Safonau Arwain. Gall ymarferwyr eraill ddewis defnyddio'r Safonau Arwain fel cyfeiriad ar gyfer eu datblygiad o ran arweinyddiaeth lle y nodir hyn fel blaenoriaeth ar gyfer eu datblygiad proffesiynol.

Dylid ystyried y safonau proffesiynol yn eu cyfanrwydd fel sail ar gyfer trafodaeth ac i helpu ymarferwyr i nodi meysydd i'w datblygu ymhellach.

Gellir gweld y safonau proffesiynol perthnasol yn:

www.wales.gov.uk/topics/educationandskills/publications/circulars/practitioners/?lang=cy

4. Amseru'r cylch rheoli perfformiad

Bydd cylch rheoli perfformiad blynyddol yr ysgol yn dechrau ym mis Medi ac yn dod i ben erbyn Mis Gorffennaf.

Amserwyd y cylch arfarnu i gysylltu â chylch cynllunio blynyddol yr ysgol.

5. Penodi arfarnwyr

Bydd y pennaeth yn penodi arfarnwr ar gyfer pob athro yn yr ysgol.

Cynhelir arfarniad y pennaeth gan banel sy'n cynnwys:

- o leiaf ddau lywodraethwr a benodir gan y corff llywodraethu
- un neu ddau gynrychiolydd a benodir gan yr awdurdod lleol

6. Y cynllun rheoli perfformiad

Bydd rheoli perfformiad yn gylch parhaus drwy gydol y flwyddyn yn cynnwys tri cham cynllunio, monitro perfformiad ac adolygu perfformiad.

Bydd yr arfarnwr/arfarnwyr yn cwrdd â'r athro/pennaeth ar ddechrau'r cylch i gynllunio a pharatoi ar gyfer yr arfarniad blynyddol. Gellir cyfuno'r cyfarfod hwn â'r cyfarfod adolygu a gynhaliwyd ar ddiwedd y cylch blaenorol.

Bydd y cyfarfod yn ceisio cytuno ar y canlynol:

- amcanion ar gyfer y cylch a gweithgareddau datblygiad proffesiynol i gefnogi'r gwaith o gyflawni'r amcanion
- y gweithdrefnau monitro yn cynnwys trefniadau ar gyfer arsylwi addysgu ar o leiaf un achlysur
- unrhyw ffynonellau gwybodaeth a data sy'n berthnasol i'r amcanion - dylai'r rhain gynnwys Cofnod Adolygu a Datblygu Ymarfer (PRD) cyfredol a data/gwybodaeth sy'n deillio o ffynonellau sy'n bodoli eisoes

Ceir templed ar gyfer y Cofnod PRD yn Atodiad A. Ceir templed ar gyfer cofnodi'r amcanion yn Atodiad B.

O ran cynllun perfformiad y pennaeth yn unig, bydd cadeirydd y corff llywodraethu yn rhoi copi o amcanion y pennaeth i Estyn, ar gais.

Penderfynir ar y trefniadau ar gyfer monitro perfformiad yn erbyn yr amcanion, yn cynnwys defnyddio arsylwadau, yn ystod y cyfarfod cynllunio ac fe'u cofnodir gan yr arfarnwr/arfarnwyr.

Bydd yr arfarnai a'r arfarnwr/arfarnwyr yn adolygu cynnydd yn barhaus drwy gydol y cylch yn cynnwys defnyddio trafodaeth anffurfiol yn ogystal â threfniadau mwy ffurfiol a nodir yn y cyfarfod cynllunio. Bydd y Cofnod PRD yn darparu ffocws i'r trafodaethau hyn.

7. Y cyfarfod adolygu

Ar ddiwedd y cylch rheoli perfformiad cynhelir cyfarfod adolygu ffurfiol lle y bydd yr arfarnwr a'r arfarnai yn trafod cyflawniadau, unrhyw feysydd ar gyfer gwella a gweithgareddau datblygiad proffesiynol. Gellir cyfuno'r cyfarfod hwn â'r cyfarfod cynllunio ar gyfer y cylch blynyddol nesaf.

Diben y cyfarfod adolygu fydd:

- asesu i ba raddau y mae'r arfarnai wedi cyflawni ei amcanion
- pennu a yw'r perfformiad cyffredinol wedi bod yn llwyddiannus o ran cadarnhau bod yr arfarnai yn parhau i gyrraedd y safonau proffesiynol perthnasol
- nodi'r angen am gymorth, hyfforddiant neu ddatblygiad ychwanegol a sut y diwellir hyn

8. Y datganiad arfarnu

O fewn 10 diwrnod ysgol i'r cyfarfod adolygu, bydd yr arfarnwr/arfarnwyr yn rhoi datganiad ysgrifenedig i'r arfarnai o'r prif bwyntiau a wnaed yn y cyfarfod adolygu a'r casgliadau a luniwyd. Bydd crynodeb o anghenion datblygu proffesiynol ac arwydd o sut y gellid diwallu'r rhain wedi'i atodi i'r datganiad.

Bydd yr arfarnwr yn ceisio cytuno ar eiriad terfynol y datganiad arfarnu gyda'r arfarnai.

Gall yr arfarnai, o fewn 10 diwrnod gwaith i dderbyn y datganiad arfarnu terfynol, ychwanegu sylwadau yn ysgrifenedig. Bydd y sylwadau hyn wedyn yn ffurfio rhan o'r datganiad.

Mae'r datganiad arfarnu a'r atodiad yn ddogfennau cyfrinachol a rhaid eu cadw mewn man diogel. Dilynir darpariaethau'r Ddeddf Diogelu Data bob amser.

Ceir templed ar gyfer y Datganiad Adolygu'r Arfarniad yn Atodiad C.

9. Apeliadau

Gall yr arfarnai apelio yn erbyn y datganiad arfarnu o fewn 10 diwrnod gwaith i dderbyn y datganiad arfarnu. Penodir swyddog apeliadau neu, yn achos y pennaeth, penodir panel apeliadau i gynnal adolygiad.

Caiff pob apêl ei chynnal yn unol â'r Rheoliadau Arfarnu presennol a chanllawiau cysylltiedig Llywodraeth Cymru.

Yn gryno, bydd y broses apelio yn cynnwys y camau canlynol:

- Bydd yr arfarnai yn apelio i'r Corff Llywodraethu
- Penodi swyddog/panel apeliadau
- Rhoddir copi o'r datganiad arfarnu i'r swyddog/panel apeliadau o fewn pum diwrnod ysgol i dderbyn hysbysiad o apêl
- Cynhelir adolygiad o apêl o fewn 10 diwrnod ysgol i dderbyn datganiad arfarnu
- Rhaid i'r swyddog/panel apeliadau ystyried unrhyw sylwadau a wneir gan yr arfarnai
- Yna gall y swyddog/panel apeliadau benderfynu ar y canlynol:
 - bod yr arfarniad wedi'i gyflawni'n foddhaol;
 - gyda chytundeb yr arfarnwr/arfarnwyr, dylid diwygio'r datganiad arfarnu; neu
 - gorchymyn y dylid cynnal arfarniad newydd
- Ni all y swyddog/panel apeliadau benderfynu:
 - y gellir pennu amcanion newydd: neu
 - y dylid diwygio'r amcanion presennol

10. Defnyddio datganiadau arfarnu

10.1 Athrawon

Rhaid i'r arfarnwr roi copi o'r datganiad arfarnu i'r arfarnai ac i'r pennaeth. Yn ei dro, bydd y pennaeth, ar gais, yn rhoi copi i'r canlynol:

- yr arfarnwr;
- swyddog apeliadau; neu
- unrhyw lywodraethwr sy'n gyfrifol am wneud penderfyniadau neu roi cyngor ar faterion mewn perthynas â chyflog

Lle bo'r arfarnai yn gymwys i gael datblygiad cyflog o dan Ddogfen Cyflog ac Amodau Athrawon Ysgol, bydd yr arfarnwr yn rhoi argymhelliad ar ddatblygiad cyflog i'r pennaeth yn unol â darpariaethau'r Ddogfen.

Bydd y pennaeth yn rhoi copi o'r atodiad i'r datganiad arfarnu sy'n manylu ar yr anghenion datblygu proffesiynol i'r person sy'n gyfrifol am gynllunio darpariaeth ar gyfer hyfforddiant a datblygiad yn yr ysgol gyfan.

Cedwir y datganiad arfarnu gan y pennaeth mewn man diogel am o leiaf dair blynedd ar ôl i'r fersiwn terfynol o'r datganiad arfarnu nesaf gael ei baratoi.

10.2 Pennaeth

O ran rheoli perfformiad y pennaeth, bydd yr arfarnwyr yn rhoi copïau o'r datganiad arfarnu i'r pennaeth, cadeirydd y corff llywodraethu a'r prif swyddog addysg. Bydd arfarnwyr hefyd, ar gais, yn rhoi copi i unrhyw lywodraethwyr sy'n gyfrifol am wneud penderfyniadau neu am roi cyngor ar faterion mewn perthynas â chyflog.

Bydd cadeirydd y corff llywodraethu hefyd yn rhoi copi o ddatganiad arfarnu'r pennaeth, ar gais, i'r canlynol:

- unrhyw swyddog a ddynodir gan y prif swyddog addysg sy'n gyfrifol am berfformiad penaethiaid; neu
- unrhyw swyddog apeliadau

Bydd cadeirydd y corff llywodraethu yn rhoi copi o'r atodiad i'r datganiad arfarnu sy'n manylu ar yr anghenion datblygu proffesiynol i'r person sy'n gyfrifol am gynllunio darpariaeth ar gyfer hyfforddiant a datblygiad yn yr ysgol gyfan.

Cedwir y datganiad arfarnu gan y corff llywodraethu mewn man diogel am o leiaf dair blynedd ar ôl i'r fersiwn terfynol o'r datganiad arfarnu nesaf gael ei baratoi. Bydd y pennaeth yn cadw copi o'r datganiad arfarnu hefyd am yr un cyfnod.

Gall y corff llywodraethu (neu ei bwyllgorau) ystyried gwybodaeth o ddatganiad arfarnu'r pennaeth mewn materion yn ymwneud â dyrchafu, disgyblu neu ddiswyddo'r pennaeth neu mewn perthynas ag unrhyw ddisgresiwn o ran cyflog.

11. Rheoli tanberfformiad

Bydd trefniadau rheoli llinell effeithiol, yn cynnwys y defnydd effeithiol o'r gweithdrefnau a amlinellir yn y polisi hwn, yn helpu i atal tanberfformiad drwy ei nodi ar gam cynnar a thrwy gymorth ac ymyriadau.

Nid yw'r gweithdrefnau rheoli perfformiad a nodir yn y polisi hwn, yn cynnwys y cyfarfod adolygu a'r datganiad arfarnu, yn rhan o unrhyw weithdrefnau yn ymwneud â disgyblu, cymhwysedd neu allu. Fodd bynnag, gellir ystyried gwybodaeth o'r Datganiad Arfarnu wrth wneud penderfyniadau am gyflog, dyrchafu, diswyddo, neu faterion disgyblu a all gael eu hysgogi gan weithdrefnau eraill.

Cofnod Adolygu a Datblygu Ymarfer	Enw:	O:	I:
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		Amcan 1: Nodwch yr amcan yma	Amcan 2: Nodwch yr amcan yma	Amcan 3: Nodwch yr amcan yma
Cynllunio	<ul style="list-style-type: none"> Beth yw ffocws fy amcanion - sut y maent yn ymwneud â blaenoriaethau'r ysgol? Beth yw'r effaith fwrriadedig ar fy null o ymarfer? Beth sydd angen i mi wybod - beth y mae pobl eraill eisoes yn ei wybod amdano? Pa ddata a thystiolaeth y byddaf yn eu defnyddio? Sut y byddaf yn defnyddio'r hyn yr wyf wedi'i ganfod i'm helpu i gyflawni fy amcanion? Pa gamau gweithredu a/neu weithgareddau datblygiad proffesiynol yr wyf yn eu cynllunio? Pa gymorth fydd ei angen arnaf? Sut y byddaf yn gweithio gydag eraill i gyflawni fy amcanion? 			
Monitro	<ul style="list-style-type: none"> Pa gynnydd yr wyf yn ei wneud o ran cyflawni fy amcanion? Pa effaith a gafwyd hyd yma ar fy null o ymarfer? Sut y byddaf yn gwybod pa ddata a thystiolaeth yr wyf yn eu defnyddio? Sut y mae eraill yn gysylltiedig â'r gwaith monitro? 			
Adolygu	<ul style="list-style-type: none"> I ba raddau yr wyf wedi cyflawni fy amcanion? A oes unrhyw ffactorau sydd wedi effeithio ar gynnydd o ran cyflawni fy amcanion? Beth yr wyf wedi'i ganfod? Beth fu'r effaith ar fy null o ymarfer a/neu ganlyniadau'r dysgwyr? Sut y byddaf yn gwybod pa ddata a thystiolaeth yr wyf yn eu defnyddio? Pa weithgareddau datblygiad proffesiynol yr wyf wedi eu cyflawni? Pa gymorth yr wyf wedi ei gael? A oes angen unrhyw ddatblygiad dilynol arnaf i? 			

Cofnod Adolygu a Datblygu Ymarfer

Diben y Cofnod PRD

Diben y Cofnod PRD yw cefnogi ymarferwyr i wneud y canlynol:

- Bodloni gofynion y Rheoliadau Arfarnu i gadw cofnod cyfredol o'r canlynol:
 - eu hasesiad eu hunain o'u perfformiad yn erbyn eu hamcanion rheoli perfformiad
 - datlygiad proffesiynol a gynhaliwyd neu gymorth arall a roddwyd a sut y mae hyn yn cyfrannu at gyflawni amcanion
 - unrhyw ffactorau sydd, ym marn yr ymarferydd, yn effeithio ar berfformiad yn erbyn yr amcanion
- Myfyrio'n rheolaidd ar eu dull o ymarfer yn cynnwys defnyddio data a thystiolaeth berthnasol i adolygu eu dull o ymarfer a nodi blaenoriaethau ar gyfer datblygiad proffesiynol
- Darparu ffocws ar gyfer trafodaeth yn ystod camau cynllunio, monitro ac adolygu'r cylch rheoli perfformiad

Cwblhau'r Cofnod PRD

Bydd y canllawiau canlynol yn helpu ymarferwyr i gwblhau eu Cofnod PRD yn ystod y cylch rheoli perfformiad. Bwriedir i'r canllawiau sicrhau bod y Cofnod PRD yn cefnogi'r ymarferydd yn ei waith heb fod yn feichus i'w gwblhau.

Dylid diweddarau'r Cofnod PRD yn rheolaidd - **nid** oes angen i hyn fod yn ddyddiol na hyd yn oed yn wythnosol ond ar adegau allweddol drwy gydol y cylch rheoli perfformiad. Wrth fyfyrio'n rheolaidd ar eu dull o ymarfer, dylai ymarferwyr ddefnyddio eu barn broffesiynol i benderfynu ar ba adegau y dylid diweddarau'r cofnod fel ei fod yn parhau i fod yn berthnasol ac yn gyfredol.

- Mae'r templed yn darparu ar gyfer hyd at dri amcan. Gellir addasu'r templed lle y nodwyd amcanion ychwanegol
- Trefnir y templed i adlewyrchu'r cylch Cynllunio, Monitro ac Adolygu o ran Rheoli Perfformiad. Mae gan bob adran nifer o "awgrymiadau" wedi'u cynllunio i helpu ymarferwyr i fyfyrio ar agweddau allweddol ar eu dull o ymarfer a datblygiad proffesiynol. Gall ymarferwyr ei chael yn ddefnyddiol seilio eu cofnodion PRD ar atebion i rai o'r awgrymiadau hyn neu bob un ohonynt.
- Dylai'r cofnodion fod yn gryno ond yn ddigon manwl i fod yn sail i drafodaeth. Nid oes angen ymatebion hir a gall ymarferwyr ddewis mabwysiadu arddull 'pwyntiau bwled'
- Argymhellir y dylid cadw'r Cofnod PRD ar ffurf electronig gan y bydd hyn yn hwyluso'r gwaith diwygio a diweddarau a'i gwneud yn haws
- Lle bo amcanion yn gysylltiedig gall fod yn fwy priodol 'ysgrifennu ar draws' colofnau i osgoi achosion o ddyblygu cofnodion

Amcanion Rheoli Perfformiad

Arfarnai:

Teitl Swydd:

Cyfnod a gwmpesir gan yr amcanion:.....i.....

Amcanion*	Amcan 1:	Amcan 2:	Amcan 3:
	[Nodwch yr amcan yma]	[Nodwch yr amcan yma]	[Nodwch yr amcan yma]
Datblygiad proffesiynol a/neu gymorth sydd ei angen i gyflawni amcanion			
Gweithdrefnau monitro i'w defnyddio			
Data perthnasol a/neu wybodaeth i'w defnyddio			

*Os oes mwy na thri amcan defnyddiwch daflen barhad

Dyddiad y cyfarfod cynllunio:

Sylwadau'r arfarnai (lle y bo angen):

Arfarnwr:

Dyddiad:

Arfarnai:

Dyddiad:

Y Datganiad Adolygu Arfarniad

Arfarnai:

Teitl Swydd:

1. I ba raddau y cyflawnwyd yr amcanion:

2. Perfformiad cyffredinol:

Ystyried a gafwyd perfformiad cyffredinol llwyddiannus o gymharu â'r safonau proffesiynol perthnasol yn eu cyfanrwydd:

3. Anghenion datblygu:

Manylion unrhyw angen a nodwyd am gymorth, hyfforddiant neu ddatblygiad ychwanegol a sut y gellir diwallu hyn (os yw'n gymwys):

4. Datblygiad cyflog:

Argymhelliad ar ddatblygiad cyflog (lle y bo'n gymwys):

5. Sylwadau'r Arfarnai (lle y bo'n gymwys):

Arfarnwr:

Dyddiad:

Arfarnai:

Dyddiad:

Atodiad i'r Datganiad Adolygu Arfarniad

Anghenion hyfforddi a datblygu

Arfarnai:

Teitl Swydd:

Anghenion	Sut y gellir diwallu anghenion	Amserlen
[Nodwch ddisgrifiad o'r angen yma]		
[Nodwch ddisgrifiad o'r angen yma]		
[Nodwch ddisgrifiad o'r angen yma]		
[Nodwch ddisgrifiad o'r angen yma]		

Arfarnwr: Dyddiad:

Arfarnai: Dyddiad:



PERFORMANCE MANAGEMENT POLICY

Policy agreed by Governors:

Signed by Chair:Date:

Signed by Head:Date:

Due for Review:

Contents

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Annexes

- A. Template - PRD Record
- B. Template – setting of objectives
- C. Template – appraisal review statement

1. About this policy

This policy sets out the performance management arrangements for the head teacher and teachers of _____ school. It has been agreed by the Governing Body, Head Teacher and Local Authority and follows consultation with all staff members and recognised trade unions. It describes the purpose, procedures, roles and responsibilities that will ensure that the school's performance management arrangements contribute to the professional development of its staff and to the achievement of wider development objectives for the school and its learners.

The policy will be reviewed annually and any necessary amendments will be the subject of further consultation with staff members.

The head teacher will provide the Governing Body with an annual written report on the operation and effectiveness of this policy including the training and development needs arising from the performance management process.

This policy has been produced with due regard to the current Appraisal Regulations and accompanying guidance published by the Welsh Government. These can be found at:

Regulations:

www.legislation.gov.uk/wsi/2011/2940/contents/made

Guidance:

www.wales.gov.uk/topics/educationandskills/publications/guidance/performance-man-for-teachers?lang=en

This policy does not apply to:

- newly qualified teachers undergoing their statutory period of induction who are exempted from performance management arrangements; or
- teachers employed for a fixed period of less than one school term.

2. Principles underpinning performance management

The following principles will underpin our performance management arrangements:

- Trust, confidentiality and professional dialogue between appraiser and appraisee
- Consistency so that all staff are treated fairly
- Recognition of strengths and a commitment to share effective practice
- A commitment to provide constructive feedback on performance
- Rigorous and evidence based
- A shared commitment to meeting the school's improvement plan and appropriate national priorities

3. Professional standards

Teachers are required to meet the Practising Teacher Standards at the end of their induction period and must continue to meet them throughout their career. The head teacher is required to meet the Leadership Standards. Other practitioners may choose to use the Leadership Standards as a reference for their leadership development where this is identified as a priority for their professional development.

The professional standards should be considered as a whole to provide a backdrop to discussion and to help practitioners identify areas for further development.

The relevant professional standards can be found at:

www.wales.gov.uk/topics/educationandskills/publications/circulars/practitioners/?lang=en

4. Timing of the performance management cycle

The school's annual performance management cycle will start during September and be completed by July.

The appraisal cycle has been timed to link with the school's annual planning cycle.

5. Appointment of appraisers

The head teacher will appoint an appraiser for every teacher in the school.

The head teacher's appraisal will be carried out by a panel consisting of:

- at least two governors appointed by the governing body
- one or two representatives appointed by the local authority

6. The performance management plan

Performance management will be a continuous cycle throughout the year involving three stages of planning, monitoring performance and reviewing performance.

The appraiser(s) will meet with the teacher/head teacher at the start of the cycle to plan and prepare for the annual appraisal. This meeting may be combined with the review meeting held at the end of the previous cycle.

The meeting will seek to agree the following:

- objectives for the cycle and professional development activities to support achievement of the objectives
- the monitoring procedures including arrangements for observation of teaching on at least one occasion
- any sources of information and data relevant to the objectives – these should include an up to date Practice Review and Development (PRD) Record and data/information drawn from existing sources

A template for the PRD Record is at Annex A. A template for the recording the objectives is at Annex B.

In the case of the head teacher's performance plan only, the chair of the governing body will provide, on request, a copy of the head teacher's objectives to Estyn.

The arrangements for monitoring performance against the objectives, including the use of observation, will be decided during the planning meeting and recorded by the appraiser(s).

The appraise and appraiser(s) will keep progress under review throughout the cycle including the use of informal discussion as well as the more formal arrangements specified in the planning meeting. The PRD Record will provide a focus for these discussions.

7. The review meeting

At the end of the performance management cycle a formal review meeting will be held where the appraiser and appraise will discuss achievements, any areas for improvement and professional development activities. This meeting may be combined with the planning meeting for the next annual cycle.

The purpose of the review meeting will be to:

- assess the extent to which the appraise has met their objectives
- determine whether there has been successful overall performance in confirming the appraise continues to meet the relevant professional standards
- identify the need for additional support, training or development and how this will be met

8. The appraisal statement

Within 10 school days of the review meeting the appraiser(s) will provide the appraisee with a written statement of the main points made at the review meeting and the conclusions reached. Annexed to the statement will be a summary of professional development needs and an indication of how these might be met.

The appraiser will seek to agree the final wording of the appraisal statement with the appraisee.

The appraisee may, within 10 school days of receiving the final appraisal statement, add comments in writing. These comments will then form part of the statement.

Both the appraisal statement and the annex are confidential documents and must be kept in a secure place. The provisions of the Data Protection Act will be followed at all times.

A template for the Appraisal Review Statement is at Annex C.

9. Appeals

The appraisee may appeal against the appraisal statement within 10 school days of receiving the appraisal statement. An appeals officer or, in the case of the head teacher, an appeals panel will be appointed to conduct a review.

All appeals will be conducted in accordance with the current Appraisal Regulations and the associated Welsh Government guidance.

In summary, the appeal process will involve the following stages:

- Appraisee lodges appeal with the Governing Body
- Appeals officer/panel appointed
- Appeals officer/panel provided with copy of appraisal statement within 5 school days of receiving notice of appeal
- Appeal review will be carried out within 10 school days of receiving appraisal statement
- The appeals officer/panel must take into account any representations made by the appraisee
- The appeals officer/panel may then decide that:
 - the appraisal has been carried out satisfactorily;
 - with the agreement of the appraiser(s), amend the appraisal statement; or

- order that a new appraisal be carried out
- The appeals officer/panel cannot determine:
 - that new objectives can be set: or
 - that existing objectives be revised

10. Use of appraisal statements

10.1 Teachers

The appraiser must give a copy of the appraisal statement to the appraisee and to the head teacher. In turn, the headteacher will, on request, provide a copy to:

- the appraiser;
- an appeals officer; or
- any governors responsible for making decisions or giving advice on matters in relation to pay

Where the appraisee is eligible for pay progression under the School Teachers Pay and Conditions Document (STPCD) the appraiser will provide a recommendation on pay progression to the head teacher in line with provisions of the STPCD.

The head teacher will provide a copy of the annex to the appraisal statement detailing professional development needs to the person with whole-school responsibility for planning provision for training and development.

The appraisal statement will be kept by the head teacher in a safe and secure place until at least 3 years after the next appraisal statement has been finalised.

10.2 Head teacher

In the case of the head teacher's performance management the appraisers will give copies of the appraisal statement to the head teacher, the chair of the governing body and the chief education officer. Appraisers will also, on request, provide a copy to any governors responsible for making decisions or giving advice on matters in relation to pay.

The chair of the governing body will also provide, on request, a copy of the head teacher's appraisal statement to:

- any officer designated by the chief education officer responsible for the performance of head teachers; or

- any appeals officer

The chair of the governing body will provide a copy of the annex to the appraisal statement detailing professional development needs to the person with whole-school responsibility for planning provision for training and development.

The appraisal statement will be kept by the governing body in a safe and secure place until at least 3 years after the next appraisal statement has been finalised. The head teacher will also keep a copy of the appraisal statement for the same period of time.

Information from the head teacher's appraisal statement may be taken into account by the governing body (or its committees) in matters relating to the promotion, discipline or dismissal of the head teacher or in relation to any discretion over pay.

11. Managing under performance

Effective line management arrangements, including the effective use of the procedures outlined in this policy, will help prevent under-performance through early identification, support and intervention.

The performance management procedures set out in this policy, including the review meeting and appraisal statement, do not form part of any disciplinary, competency or capability procedures. However, information from the Appraisal Statement can be taken into account when making decisions about pay, promotion, dismissal, or disciplinary matters which may be triggered by other procedures.

Practice Review and Development Record	Name:	From:	To:
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		Objective 1: Enter objective here	Objective 2: Enter objective here	Objective 3: Enter objective here
Planning	<ul style="list-style-type: none"> • What is the focus of my objectives – how do they relate to school priorities? • What is the intended impact on my practice? • What do I need to find out - what do other people already know about it? • What data and evidence will I make use of? • How will I use what I've found out to help me meet my objectives? • What actions and/or professional development activities am I planning? • What support will I need? • How will I work with others to achieve my objectives? 			
Monitoring	<ul style="list-style-type: none"> • What progress am I making in meeting my objectives? • What impact has there so far been on my practice? • How do I know - what data and evidence am I using? • How are others involved in monitoring? 			
Reviewing	<ul style="list-style-type: none"> • How well have I met my objectives? • Are there any factors which have affected progress in meeting my objectives? • What have I found out? • What has been the impact on my practice and/or learner outcomes? • How do I know – what data and evidence am I using? • What professional development activities have I undertaken? • What support has been provided to me? • Do I need any follow up development? 			

Practice Review and Development Record

Purpose of the PRD Record

The purpose of the PRD Record is to support practitioners in:

- Meeting the requirements of the Appraisal Regulations to keep an up-to-date record of:
 - their own assessment of their performance against their performance management objectives
 - professional development undertaken or other support provided and how this is contributing to the achievement of objectives
 - any factors which the practitioner considers are affecting performance against the objectives
- Reflecting regularly on their practice including the use of relevant data and evidence to review their practice and identify priorities for professional development
- Providing a focus for discussion during the planning, monitoring and reviewing stages of the performance management cycle

Completing the PRD Record

The following guidance will assist practitioners in completing their PRD Record during the performance management cycle. The guidance is intended to ensure the PRD Record supports the practitioner in their work without being burdensome to complete.

The PRD Record should be regularly updated – this does **not** need to be daily or even weekly but at key points throughout the performance management cycle. In reflecting regularly on their practice, practitioners should use their professional judgement to decide the points at which the record is updated so that it remains relevant and up-to-date.

- The template makes provision for up to 3 objectives. The template can be adapted where additional objectives have been identified
- The template is arranged to reflect the PM cycle of Planning, Monitoring and Reviewing. Each section has a number of “prompts” designed to assist practitioners to reflect on key aspects of their practice and professional development. Practitioners may find it helpful to base their PRD records around answers to some or all of these prompts.

- Entries should be concise but sufficiently detailed to serve as a basis for discussion. Lengthy prose responses are not necessary and practitioners may choose to adopt a 'bullet point' style approach
- It is recommended that the PRD Record is maintained in electronic form as this will facilitate easier amendment and updating
- Where objectives are linked it may be more appropriate to 'write across' columns to avoid making duplicate entries

Performance Management Objectives

Appraise:

Job Title:

Period covered by objectives:to.....

Objectives*	Objective 1: [Enter objective here]	Objective 2: [Enter objective here]	Objective 3: [Enter objective here]
Professional development and/or support required to meet objectives			
Monitoring procedures to be used			
Relevant data and/or information to be used			

*If more than 3 objectives use continuation sheet

Date of planning meeting:

Appraise comments (where required):

Appraiser: Date:

Appraise: Date:

Appraisal Review Statement

Appraise:

Job Title:

1. The extent to which the objectives have been met:

2. Overall performance:

Determination of successful overall performance considered against the relevant professional standards as a whole

3. Development needs:

Details of any identified need for additional support, training or development and how this may be met (if applicable):

4. Pay progression:

Recommendation on pay progression (where applicable):

5. Appraise comments (where applicable):

Appraiser: Date:

Appraise: Date:

Annex to Appraisal Review Statement

Training and development needs

Appraise:

Job Title:

Needs	How needs may be met	Timescale
[Enter description of need here]		
[Enter description of need here]		
[Enter description of need here]		
[Enter description of need here]		

Appraiser:

Date:

Appraise:

Date: