



2. Appraisal

Supportive and developmental process designed to ensure the skills and support they need to carry out their role to the Trust's improvement. It will help to ensure that all employees are able to improve their professional/employment practice

2.1 Appraisal in WAT will be a process that all employees have the opportunity to engage in effectively and to contribute to. All employees are able to contribute to their own appraisal

2.2 The appraisal period will run for twelve months on an academic cycle.

Employees employed on a fixed term contract of less than one year will have a shorter appraisal period. 2.3 Employees who are employed on a fixed term contract of less than one year will have a shorter appraisal period.

2.4 There is flexibility to have a longer or shorter appraisal period when employees are employed on a fixed term contract of less than one year.

2.5 Consideration should be given to employee wellbeing during all conversations.

3. Appraising

3. Appointing Appraisers

3.1 The Chief Executive will decide who will appraise the staff within the Executive and the Headteacher will decide who will appraise the staff within the Academy. 3.2 The Headteacher will decide who will appraise the staff within the Academy.

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4. Setting objectives

4.1 The Chief Executive's objectives will be set by the sub-group of the Trust Board after consulting the Chief Executive.

4.2 Objectives for each employee will be set before or as soon as practicable after the start of the appraisal period.

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5. Reviewing Performance

5.1 The Trust believes that observation of classroom practice and other responsibilities is important both as a way of assessing employee performance in order to identify any

5.2 It is important that observation schedules, particularly those designed for internal monitoring and external

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6. Development and Support

6.1 Appraisal is a supportive process which will be

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7. Feedback

If there are concerns about any aspects of the employee's performance, refer to the Capability Policy.

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9.3 The employee will receive as soon as practicable following the end of each