



1.0 Implementation and Rationale

1.1 At New Charter Academy we are committed to professional review for all staff. We will implement our professional review arrangements on the basis of:

- Fairness. We all need to be aware of the potential for unconscious discrimination and to avoid assumptions about individuals based on stereotypes; and
- Equal opportunity. All staff should be encouraged and supported to achieve their potential through reviewing progress, agreeing targets and undertaking developments to try to allow members of staff to achieve their targets.

2.0 Responsibility for reviews

2.1 For the year 2008/09, the Director of Finance and Corporate Services will be responsible for arranging all support staff reviews. Support staff will have their reviews and review statements, including targets will be written up and agreed between the reviewer and the member of staff.

3.0 Complaints

3.1 If a member of staff does not agree and a compromise cannot be reached then that member of staff can record his/her comments on the Review statement.

4.0 Timing and arrangements for review meetings

4.1 Before each review meeting, members of staff will be given a self review sheet to complete. These sheets will form the basis of discussion in the meeting, each party adding any relevant information. Usually 5 targets will be agreed for the next academic year.

4.2 Progress throughout the year will be monitored by the reviewer and if any relevant issues arise and/ or the post holder wishes, an interim meeting can be arranged.

5.0 Links between pay and professional review

5.1 A successful professional review will enable the further advancement within the employee's pay grade – subject to them not being on the top of the grade. It should be noted that excellent performance, training and development can be celebrated and acknowledged.

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6.0 Managing weak progress

6.1 These review meetings and review statement do not form part of any formal disciplinary or capability procedures. However, relevant information from review statements may be taken into account by those who have access to them in making decisions, or making recommendations about dismissal or disciplinary matters.

7.0 Confidentiality

7.1 The individual review statement is personal and confidential and should be kept in a secure place. The principles and provisions of the Data Protection Act 1998 should be followed at all times by those who have access to the documents.

8.0 Access to outcomes

8.1 There will be two copies of the review statement. One will held by the member of staff and one by the Head Teacher in a central file.

8.2 Information about professional reviews should be available as listed below:

- The Executive Director should ensure that individual training needs are reflected in the school improvement plan and the programme for professional development.
- The Director of Finance and Corporate Services should ensure that training and development needs from the review statement are given to the person responsible for training and development within the academy.

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