

## APPRAISAL OF MEMBER OF SLT

Cost: from £1,000

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The following aspects of will be explored:

- Leadership and relationships, administration, management
- Strategic development of the school; how the member of staff supports the school's aims; vision
- Planning and policies
- Deployment of staff and management of resources
- Maintaining and developing academic standards / pastoral responsibilities (as appropriate)
- Professional and personal development

### METHODOLOGY

- This is a supportive but systematic appraisal which seeks to understand how a member of staff is performing.
- In terms of the process, the appraiser will need a day at the school for meetings with the rest of the work would be done remotely with online questionnaires, as well as telephone and/or virtual meetings.
- In consultation with the school, the appraiser will typically invite a selection of staff members to complete online questionnaires. Parental consultation can be added if required.
- Relevant documentation from the school will be read carefully to help prepare for the appraisal.
- The member of staff will be asked to complete a detailed self-evaluation.
- The final report will seek to cover all areas of the member of staff's performance.
- Up to five professional/personal development targets are agreed and a system put in place to monitor progress and then evaluate success on completion.

## THE SCHEDULE

One day: In school: observing key activities (to be agreed with school); meetings with member of staff and other key staff

One day: Preparation/admin: preparing questionnaires and reading key documents provided by school, analysis of interview and questionnaire responses to establish key threads and patterns, and preparation of the report. Discussion of findings to establish key recommendations and/or development objectives.