

## Stower Vale Pre-School

### APPRAISALS POLICY

Stower Vale Pre-School do staff appraisals to support the professional development of staff in the setting and to contribute towards the setting's aims of providing high quality care and learning for young children. The appraisals review will work on an annual cycle consisting of:

- an initial meeting between the Committee / Play Leader and the staff member, to agree individual objectives for the year and identify training needs
- a period of between six months and a year during which the Committee / Play Leader will monitor progress and observe the staff member carrying out his/her role
- a review meeting between the Committee/Play Leader and staff member to review progress, agree new objectives for the coming year and identify new training needs

Performance reviews will be carried out by the Play Leader and the Chairperson, same person will always complete the review process for any one individual.

The details of individual reviews will remain confidential but information will be used to inform the setting's future development plans.

Individual objectives will be set with reference to the individual's job description and will be agreed between the Committee and Play Leader and the individual concerned. These objectives will be designed to be challenging but achievable. Monitoring of performance towards objectives will always include some aspect of 'on-the-job' observation of the individual.

Support, in the form of training, coaching and mentoring will always be provided to help individuals to meet their performance objectives.

Achieving agreed performance management objectives will be part of the ongoing professional development of individuals in the setting. It will contribute to their readiness to take on additional responsibilities or a more senior position, either in this setting or elsewhere.

Failure to meet agreed performance objectives will be reviewed to identify any extenuating circumstances. In the absence of these, appropriate action will be taken to address the issue. These actions will include a period of support and monitoring before any formal procedures are instigated.