



## Appraisals Policy

Appraisal is normally part of an annual cycle of setting and reviewing performance targets against agreed objectives. It ensures that all staff are clear about what is expected of them and what resources and support the organisation needs to provide to enable them to achieve the goals agreed.

Appraisal is crucial to supporting high quality practice. It can be used by staff to discuss their ideas and expectations. It can also help to identify any individual strengths, and to highlight where staff have the potential to take on more responsibility or for promotion. This should help create conditions leading to greater job satisfaction and better motivation. Appraisal can also be used to identify areas that need to be developed, and to arrange to implement measures for improvement. Staff can use appraisals to bring up issues that may be affecting their performance, and this can help managers with resource planning.

Appraisals should be approached in a positive way. The manager should be trusted and respected by the staff. The manager should see appraisal as a tool to help staff, and focus on setting and achieving goals rather than criticising performance. Comments should be specific rather than general. Staff should be supported to evaluate their own performance as a basis for setting future goals.

Appraisals take place annually normally at the end of the academic year. Dates and times are set in advance and will only be cancelled in an emergency. Staff are asked to complete a "self appraisal" beforehand. The worker and line manager should be present at the appraisal. The Leader and/or the chair or vice chair may also be present but it is mandatory. Minutes are taken by the line manager and targets and objectives are set and signed by the line manager and the worker. These will be reviewed at the next supervision to monitor progress.

**This policy was agreed at an Under 5s AGM meeting held on.....14.5.2018..... (Date)**

**Signed on behalf of the preschool.....(Chair)**