Fledglings Day Nursery

# Performance Management Policy

Date Reviewed: August 2023

Review Due: August 2024

Reviewed by: Miss A West

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## 1 Introduction

The revised EYFS (Sept 2014) stresses the importance of a quality workforce and the impact of this on outcomes for children. Ensuring high quality of performance from all members of staff is a key consideration in further improving provision.

## 2 Aims and objectives

The aim of this policy is to continuously build upon the strengths of our team, offering support through performance management reviews.

The objective of this policy is to outline how performance management will be undertaken in our school/setting.

## 3 Performance management

We will ensure that effective performance management is undertaken on an annual basis for all staff with ongoing monitoring and support.

**3.1** We recognise the importance of working together as a team for children and want to maintain a strong, motivated, qualified staff team through the implementation of this policy.

**3.2** The role of all staff members is important as each helps us improve the service we offer.

**3.3** Performance management/appraisal provides a way to:

* track performance against previously agreed objectives;
* identify opportunities for improvement;
* highlight an individual’s professional and personal development needs;
* celebrate and reward achievement;
* ensure the best outcomes for all children in our care.

**3.4** The performance management review is a supportive but challenging process that is used to inform continuing professional development.

**3.5** We recognise that such reviews are a two-way interaction and are a valuable and necessary means to ensure a successful team.

**3.6** Careful planning has gone into the introduction of a performance review system in our school/setting to ensure that:

* all staff are clear about the purpose of performance review and understand the structure of the process;
* it is made clear how data will be gathered and used;
* confidentiality is essential, with the details of the review meeting being confidential to the parties involved;
* the timetable for review meetings is well planned so that the process can be carried out thoroughly;
* responsibility for performance management is distributed across the senior management team to avoid overburdening one member of staff.

## 4 The performance review cycle

The performance management process follows a regular cycle, consisting of:

* an initial review meeting to agree objectives;
* a period of monitoring;
* a performance review meeting, to review progress towards objectives.

After the regular performance management cycle, the meeting to agree the objective can be incorporated into the regular performance review meeting.

**4.1** Initial review meeting: the initial review meeting takes place between a member of the school’s/setting’s senior management team (the reviewer) and the individual member of staff (the reviewee).

**4.2** This is a confidential discussion with a focus upon:

* discussing performance in relation to the individual’s job description;
* identifying areas for improvement;
* agreeing any training and professional development the staff member may need to carry out their role more effectively.

**4.3** At the end of the meeting, we will agree performance objectives for the coming term.

**4.4** These objectives are challenging but achievable within a reasonable timescale.

**4.5** We include performance objectives that are shared by all members of the team. This helps to focus all staff member’s efforts on working together to achieve a common goal.

**4.6** When performance objectives are agreed, we will also establish success criteria. This focuses upon the actions that need to be taken, the evidence of achievement and the professional capabilities that need to be developed. This will enable staff members to have a clear understanding of what is expected of them in order to achieve the objectives.

**4.7** At the end of the meeting, the timing of the next review will be agreed. Arrangements for carrying out observations to monitor progress and achievement over this period will also be agreed.

**4.8** The reviewee is given a written record of the agreed objectives for the coming term, along with the success criteria and the professional/personal development plan after the meeting. This is a confidential document, but information can be extracted for the purpose of drawing up training and development plans.

**4.9** Monitoring progress and focused observation: Over the course of the term, both the reviewer and the reviewee will gather a range of information demonstrating the progress that is being made towards achieving the agreed objectives. The reviewer will carry out observations of the staff member performing their duties. The reviewee is given verbal feedback as soon as possible after the observation session and the key points from the observation will be noted in writing for use in the end of term performance review meeting.

**5 Performance review meeting**

At the end of the first term of the performance management cycle, the reviewer and the reviewee will meet together to discuss the progress that has been made over the course of the term towards the objectives. At this meeting achievement is acknowledged and areas for ongoing improvement are identified.

**5.1** New objectives for the coming term will then be agreed upon.

**5.2** These new objectives are informed by:

* any objectives which were only partially achieved the previous term, but which are still important;
* new objectives relating to the roles and responsibilities of the individual;
* shared objectives relating to the quality improvement plan of the school/setting;
* shared objectives appropriate to the team of which the individual is a member.

## 6 Managing poor performance

Identifying and handling weaknesses in performance is helped by good management, with clear expectations and appropriate support systems in place.

**6.1** If at any time in the cycle a member of staff’s performance falls below what is expected, an additional action plan is agreed between the management (reviewer) and staff member (reviewee).

**6.2** This sets out specifics for improved performance and any actions to support that improvement. If performance continues to be lower than expected then the school/setting will need to consider what further action is to be taken.

## 7 Monitoring and review

This policy was agreed and implemented in August 2023 and is due for review in August 2024.

There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Name: Miss A West**

**Signed: A West**

**Date: August 2023**