



ACET PROFESSIONAL DEVELOPMENT REVIEW POLICY

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1. POLICY AIMS AND SCOPE

This policy sets out the framework for a clear and consistent assessment of the overall performance of all support staff, and for supporting their development within the context of the academy's plan for improving educational provision and performance, and the standards expected of all staff.

The policy applies to all support staff, except those on contracts of less than one term, those undergoing induction and those who are subject to the capability procedure.

The PDR will be a supportive and developmental process designed to ensure that all support staff have the skills and support they need to carry out their role effectively. It will help to ensure that staff are able to continue to improve their practice and to develop as professionals and support them in achieving their career aspirations.

2. THE PURPOSE OF THE PDR

The PDR process is designed to ensure that every individual is able to perform to the best of their ability and fulfil their professional aims and ambitions. The philosophy behind the approach is that:

- People want to do a good job, to enjoy their work and to be appropriately recognised and rewarded for their work.
- People want to feel that they are making progress, learning new things and improving their skills at work.
- Regular, honest and open communication is the key to achieving understanding, respect and progress at work.

3. PDR PERIOD

The PDR period will run for twelve months. The annual PDR meeting will be completed for all support staff in Half Term Two, with an interim catch-up meeting Half Term Four, which will provide the opportunity to review progress towards objectives and identify any further support needed.

Those who are employed on a fixed term contract of less than one year will have their performance managed in accordance with the principles underpinning this policy. The length of the period will be determined by the duration of their contract.

Where a member of support staff joins the trust prior to the beginning of the PDR period, a shorter or longer PDR period will be applied with a view to bringing the cycle in line with that of other staff in the academy as soon as possible.

4. APPOINTING REVIEWERS

A schedule of reviewers will be provided by HR, in agreement with the CEO, so that line managers are clear who they are responsible for reviewing.

5. ROLES AND RESPONSIBILITIES

Reviewee

As the PDR meeting should focus on the reviewee, there is a responsibility on each individual to prepare well for their own PDR meeting. As the meeting should focus on performance, areas for development, aims and

ambitions, it is important that the reviewee reflects on the previous twelve months, and attends their PDR meeting ready to share what has gone well and less well and any proposed changes or support needed. It may be beneficial for the review to come prepared with examples if appropriate.

Reviewer

The reviewer should arrange and conduct the meeting in a way that enables the reviewer and reviewee to have an open, honest and supportive discussion about the reviewee's work. They should add an appropriate level of challenge to the review, to ensure both parties have as objective a view as possible of current performance and future actions. The reviewer should ensure objectives are realistic, and that agreed actions are achievable. It is the reviewer's responsibility to ensure their reports are offered a PDR.

6. SETTING OBJECTIVES

The annual PDR meeting should include a review of the individual's job profile, ensuring it still reflects their duties, and a maximum of three objectives linked to their role and level of responsibility should be set. Objectives will be Specific, Measurable, Achievable, Realistic and Time-bound. Consideration will be given to appropriate support and training needed by the individual to achieve their objectives, and where agreed, these should be recorded. Consideration will also be given to the necessary monitoring arrangements and these should be recorded. The reviewer and reviewee will seek to agree the objectives but, if that is not possible, the reviewer will determine the objectives. Objectives may be revised if circumstances change.

Although there are no longer National Occupational Standards for support staff, the Principal or Reviewer (as appropriate) will need to consider whether individual staff roles should also be assessed against other sets of standards that are relevant to them.

Objectives are not connected to pay or progression, but should link to an individual's current job role and responsibilities, and be supportive of future career aspirations.

7. REVIEWING OBJECTIVES

Each PDR meeting will include a review of the staff member's performance against the previous years' objectives. This will be the end of that years' PDR cycle, with a new one opening in the same meeting. After a PDR cycle has closed, the staff member will receive the final copy of the PDR document, which will include:

- Details of their objectives for the period in question.
- An assessment of their performance against those objectives and any relevant standards to the role.
- An assessment of their training and development needs and identification of any action that should be taken to address them.
- A summary, which will include both the reviewer's and reviewee's comments.

8. PERFORMANCE CONCERNS

Where there are concerns about any aspect of an individual's performance, this will be addressed informally in the first instance and separately to the PDR process. Capability issues that have not been able to be resolved informally will be addressed in line with the separate policy on capability.

9. QUALITY ASSURANCE

The Chief People Officer, with support from the HR team, will monitor the operation and effectiveness of the PDR arrangements, and report on this to the CEO and Trustees. Quality assurance will include

moderation of objectives set to ensure they are fair, consistent and achievable in line with the individual's job role. It will also monitor agreed actions and that these are progressed.

10. EQUALITY AND INCLUSION

All support staff will be offered an annual PDR and will have equal access to support and development of themselves and their role. Leaders must ensure that all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of any protected characteristic.

11. CONFIDENTIALITY

Only the reviewer, reviewee, CEO, and HR will have access to confidential PDR documents. Information from PDR meetings will be shared only as appropriate, for example, with leaders for quality assurance or for progression of action points. A PDR summary report will be provided to Trustees, however, no individual will be identifiable as part of this reporting.

PDR documentation will be stored securely in HR files.