

The Bosco Centre	
Policy:	Appraisal and monitoring policy
Applies to:	College, Independent school, Nursery & Youth club
Reviewed:	October 2018
Next Review:	October 2019

Policy's aim

To develop and grow as a successful team all staff will take part in yearly appraisals with the Director, Senior Management, and Trustee members.

Appraisal process

- Staff will firstly review within their own practice, the positive outcomes of their agreed responsibilities and the areas in which improvement is needed
- Remind themselves of the opportunities of support, or lack of, they have been given throughout the year to help them improve
- They will judge themselves against the targets and developmental action plans from the last year's appraisal and those given throughout the year
- This way they will monitor/assess their own performance as a crucial member of the team (better staff learnings means improved student learning)

Staff will then meet with the Principal, Senior Management, or Trustee member to examine together:

- Their strengths and points for development within their area of responsibility
- Their added contribution to the progress and development of the organisation
- Identify their needs for personal and professional development, for the benefit of the organisation, their area of work and their own personal advancement; so that their knowledge and expertise will help them carry out their responsibilities in a Salesian way
- Agree ways to which they can develop further, both personally and professionally

Together with the appraiser, they will set targets which will enable them to improve still further in their roles and responsibilities.