



PERFORMANCE MANAGEMENT 'HOW TO' SHEETS

The revised performance management arrangements as set out in the Regulations, the Guidance and the model performance management policy prepared by the Rewards and Incentives Group (RIG) are helping to embed the aims of the new teacher professionalism agenda. This seeks to develop a culture of greater transparency, fairness and consistency where all teachers are supported fully throughout their careers, engaged in effective professional development and able to contribute to improving pupil outcomes.

The revised performance management arrangements will have implications for all schools and local authorities. However, the nature and extent of change required in schools will depend on the school's current performance management arrangements.

Change processes are not new to schools, as these were widely used during the implementation of the National Agreement, and they can be just as relevant in supporting the implementation of the revised performance management regulations. Schools that are unfamiliar with the change process can find information about it at www.tda.gov.uk/remodelling

It is, in any case, essential that all teachers are consulted on their school's or local authority's performance management policy, and that schools and local authorities seek to agree the policy with unions. Governing bodies and head teachers need to use the consultation with staff on the new policy as an opportunity to communicate the purpose and benefits of the revised arrangements within the context of new professionalism and workforce remodelling.

The 'How to' sheets

The RIG 'How to' sheets are designed as prompts for schools and local authorities in their discussions about how to implement the revised performance management arrangements in their particular local contexts. For many, the sheets will provide helpful reassurance that the performance management process is in line with the revised regulations. The 'How to' sheets may also help to identify issues for review or areas where further support is needed.

Before using any of these sheets, users should make sure that they are familiar with the revised performance management arrangements for teachers and head teachers as set out in the Regulations, the Guidance and the model performance management policy prepared by the Rewards and Incentives Group (RIG). You can also refer to these on the TDA website at www.tda.gov.uk/pm

Schools will have a major part to play in creating the conditions for individual reviewers and reviewees to work effectively in undertaking their roles and responsibilities within the performance management process. The following 'How to' sheets address issues around creating the right environment for performance management in the school.

- **How to** create the right environment for performance management as an inclusive process
- **How to** address issues of equality, fairness and diversity in the implementation of performance management
- **How to** address the effective preparation and support of reviewers
- **How to** address the link between performance management, school improvement and other school processes

These sheets will also be applicable for local authorities, which will need to undertake a similar process in respect of centrally employed teachers. Additionally, RIG has developed a specific 'How to' sheet on:

- **How to** address the revised performance management arrangements for unattached teachers

Further information on performance management is at www.tda.gov.uk/pm