

Performance Management Cycle

Aim Of The System

To assure continued business success by ensuring that all staff are clear about their role in the organisation and are resourced, both in terms of training and development and management support, to make an optimum, and personally fulfilling, contribution.

Objectives

- The assurances that staff understand how their role and behaviour contributes to the successful accomplishment of our targets.
- The assurance of clarity of purpose for staff.
- The development of staff within a continuous improvement culture.
- The encouragement of individuals to contribute to, and take ownership of, their own work objectives and development targets.
- The identification of training and development needed by individuals in order to achieve their performance targets and/or career development objectives.
- The effective evaluation, by staff and Line Managers, of the impact of training and development invested in individuals or teams.

The Performance Management Cycle

Staff should be provided with a job description upon applying for their job. They will meet with their line manager once a year to look at their job description and set tasks and targets for the year. They will also meet for an interim review, every 4 months to discuss performances against set targets and job description. Targets will be agreed for improvement and staff training will be discussed and agreed as necessary.

A yearly annual appraisal will be conducted to conclude the Yearly Management cycle.

Appraisal Guidance

Appraisals are an integral part of employing staff. They are a very useful tool for evaluating staff performance and areas for development. When conducting an appraisal staff should have a reasonable period of notice to enable them to complete the relevant sections of the appraisal form and think about issues or ideas that they may wish to raise in their appraisal.

During the appraisal the appraiser should consider the following:-

- Give a brief on the purpose of the appraisal –positive language
- Strengths
- Achievements against the job descriptions/yearly targets
- Areas for development/improvement
- Training requirements
- How they view their relationship with others including children and parents/carers