

**ANNEXE B  
POLICY RELATING TO THE WORKING PRACTICE OF PERFORMANCE  
MANAGEMENT TEAM LEADER (in addition to the class teacher role)**

*(This does not form part of the contract of employment)*

In addition to the requirements of a class teacher and any other agreed responsibilities, in the context of the school's Performance Management Policy, the team leader will:

**A. Set objectives**

- working with an agreed number of teachers establish processes to understand their concerns, aspirations and day to day working situations;
- gain an understanding of levels of achievement in the teachers' classes and their relationship to overall school targets and aspirations;
- agree and record specific objectives according to the school's established documentation framework;
- agree and record support requirements relating to training, development and any specific conditions required by the teachers relating to the achievement of the objectives;
- implement any necessary action, liaison or communication to ensure that the support mechanisms are in place and effective.

**B. Monitor progress towards objectives**

- agree appropriate strategies for checking on progress towards the agreed objectives, which will include classroom observation, data collection and analysis, informal and formal meetings as required;
- implement the process of monitoring and maintain any such records as are agreed between the parties concerned;
- provide regular feedback to teachers on their progress.

**C. Review progress in relation to objectives**

- establish relevant structures and processes to review with teachers their achievements at the end of the performance management cycle;

- complete the appropriate documentation;

**D. Review and develop the Performance Management process and practice**

- take part in the monitoring and review of the Performance Management process within the school with a view to its continuing improvement;
- contribute to the monitoring and review of the Performance Management process;
- undertake appropriate professional development needed to perform the role effectively.
- to promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- to report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- to attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school