

**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.