

## STEP Performance Management cycle

STEP Performance Management cycle	HT	EMT	Notes
To end Summer Term	Complete PM Process for all staff in readiness for 2017/18 PM Cycle		
End of July/Aug	Draft own HTPM Targets based on results analysis and curriculum evaluation	Cross ref with academy data and HT Commentary Challenge curriculum evaluations/priorities in Summer Term HT Results report/evaluation	Documents to make use of: <ul style="list-style-type: none"> <li>• Teaching Standards</li> <li>• HT/Leadership Standards</li> <li>• Support staff Competencies</li> <li>• HT Results commentary</li> <li>• STEP Standards/T&amp;L Report</li> <li>• STEP Standards KPIs National data</li> <li>• HTPM Targets</li> <li>• AIP/SEF</li> </ul>
5 <sup>th</sup> Sept	Draft key leader PM targets based on HTPM and Whole school targets	Ensure targets underpin HTPM and Whole school targets Sample a range of targets Challenge generic targets	
30 <sup>th</sup> Sept	Finalise and agree all PM targets	Set termly visits and focus priorities with HT Review SGB Termly visits foci	
Aug-Oct 2017	Finalise AIP/SEF Updates	Sample AIP/SEF	
Feb 2018	Mid-point Performance mgt review of staff	HT Mid-point review	
July 2018	Performance mgt evaluation of staff	HT Performance mgt evaluation	