

## STEP Performance Management cycle

| STEP Performance Management cycle | HT   | EMT  | Notes  |
|-----------------------------------|--|--|--|
| To end Summer Term                | Complete PM Process for all staff in readiness for 2018/19 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<br>Challenge curriculum evaluations/priorities in Summer Term HT Results report/evaluation | <p>Documents to make use of:</p> <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<br>Sample a range of targets<br>Challenge generic targets                          |  |
| 30 <sup>th</sup> Sept             | Finalise and agree all PM targets  | Set termly visits and focus priorities with HT<br>Review SGB Termly visits foci  |  |
| Aug-Oct 2018                      | Finalise AIP/SEF Updates   | Sample AIP/SEF   |  |
| Feb 2019                          | Mid-point Performance mgt review of staff                                  | HT Mid-point review  |  |
| July 2019                         | Performance mgt evaluation of staff  | HT Performance mgt evaluation  |  |