



**DARUL ULOOM BIRMINGHAM**

# **PERFORMANCE MONITORING POLICY**

**Next review: August 2017  
(Reviewed: August 2016)**

## **Performance Monitoring Policy**

### **Reason for Policy:**

The purpose of an effective performance monitoring system is for teaching staff to have a clear understanding of their performance / work, to receive ongoing feedback regarding how they are performing relative to expectations, to distribute rewards accordingly, to identify development opportunities, and to address performance that does not meet expectations. A comprehensive performance monitoring system empowers staff to have greater input to their personal career progression and will enable the headteacher and senior managers to better identify, recognise, and reward staff based upon their performance.

### **Policy Statement:**

Darul Uloom Islamic High School strives to provide an environment where all staff understand the impact their contributions have on the achievement of students and are provided the opportunity for ongoing personal growth. One way we can accomplish this goal is through a strong performance based monitoring program that culminates in an annual performance review. The performance monitoring process is continuous and staff will be provided with a breakdown of their performance at the end of every term or earlier should their performance be of concern. A performance monitoring cycle is considered to be one term.

### **Scope:**

#### **Staff Affected By This Policy**

All teaching staff at Darul Uloom Islamic High School should be aware of this policy.

#### **Who Is Responsible For Monitoring Staff Performance?**

The Headteacher is responsible for monitoring staff performance.

### **Equal Opportunities**

The Headteacher and Trustee in Charge believe that fairness and consistency of judgement is essential to any performance monitoring system. All teachers within the school have equality of opportunity to achieve their full potential and will not be discriminated against. Teachers will not be discriminated against because of age, disability, gender, sexual orientation, nationality, race, religion or be treated unfairly because they work part-time. The Headteacher and Trustee in Charge believe that the school always has to be aware of the potential for unconscious discrimination, to avoid assumptions about individual teachers based on stereotypes and to use the performance monitoring arrangements actively to encourage all teachers to achieve their full potential.

### **Scope Of The Performance Monitoring Process**

There are two strands to the performance monitoring process at Darul Uloom Islamic High School. These strands are described below:

1. Quality of Work (70%)
  - a. Formal lesson observations once a half term
  - b. General learning walks
  - c. Book scrutiny once a half term
  - d. Progress of students according to half termly assessments / GCSE results

**It should be noted for the purpose of clarity no formal lesson observations or book scrutiny will be made during the first half term of the academic year 2016/17.** This is because staff have been introduced to new systems and ways of working through training at the beginning of the academic year and need time to practice these new systems and have the freedom to innovate and experiment in order to improve their teaching practice. Performance monitoring is carried out for perceived positive benefits as mentioned at the beginning of the policy. As such formal observations and book scrutiny during the first half term it is deemed will impede staff progress in reaching good levels of competency, as well as serving to de-motivate them.

2. Conduct and Attitude (30%)
  - a. Attendance and punctuality
  - b. Conduct
    - i. Meeting work related deadlines

- ii. Following instructions of senior management
- iii. Any disciplinary procedures

**Guidance and Advice**

Teaching staff will receive copies of their performance monitoring report at the end of every term or at the beginning of the new term after the performance monitoring cycle. In addition copies of any lesson observation / book scrutiny records will be given to staff no more than three days after the observation or book scrutiny.

After each lesson observation / book scrutiny staff will be given feedback / advice on how to improve. The Headteacher, Deputy Headteacher and Section Heads will work with staff to help improve their teaching practice. Where suitable targets will be given to staff to guide their expected improvements in their areas of development.

**Record Keeping**

The Headteacher and SMT will keep records of any formal lesson observations and book scrutiny.

**Disciplinary**

Consistent poor performance may result in disciplinary action as outlined in the Darul Uloom Islamic High School Employee Handbook.