



Performance and Development Review Policy Statement

Performance and Development Review (PDR) is part of an ongoing performance management and development process where staff have regular meetings with their manager throughout the year to review progress, receive feedback on their performance, discuss and set objectives for the coming year and to explore support and development for their career aspirations.

Principles

The School's values of respect, fairness, equity and diversity apply to the PDR process as they do to all interactions among staff.

Other principles that underpin PDR are:

- ❖ All staff are entitled and expected to have an annual PDR, regardless of length of time in post or duration of contract.
- ❖ PDR discussions are two-way and full engagement is expected from both the Reviewer and the Reviewee.
- ❖ Staff should be encouraged to form sound judgements about their own performance and self-assessment is a key feature of PDR.
- ❖ PDR discussions are an opportunity for positive recognition of contribution, strengths and achievements and should involve constructive feedback to support learning and improvement.
- ❖ PDR is a two-way process and appraisers should elicit feedback on how they are guiding and supporting their staff as well as offering feedback.