

# Performance management

ATL's complete package of support





Find more information at  
[www.atl.org.uk](http://www.atl.org.uk)



PERFORMANCE MANAGEMENT IS BEING IMPLEMENTED FROM SEPTEMBER, AND WE KNOW THAT SOME OF OUR MEMBERS MAY BE CONCERNED ABOUT WHAT IT ENTAILS. THERE IS NO NEED TO WORRY, HOWEVER, AS ATL IS ON HAND WITH A COMPLETE PACKAGE OF SUPPORT TO MAKE THE PROCESS RUN SMOOTHLY.

### • So what is PM?

Performance management is the statutory process for ensuring all teachers (except newly qualified teachers on induction) discuss their teaching, career plans and effectiveness.

It is an opportunity to develop your skills, a chance to look back at what you've done well and to consider where you can improve. The PM cycle should open up your professional development and learning opportunities as well as enhancing your teaching expertise.

### • How does PM work?

At the start of each academic year, you will formally meet with a reviewer who knows your work, to look at the work of the past year and to plan for the coming year. This meeting must be conducted by 31 October.

### • How is the past year reviewed?

Looking at your job description, your objectives and your professional development, you will consider what you've done in the past year as well as the impact of your work. Evidence can be taken, for example, from feedback from colleagues, observations of your teaching and training undertaken.



## Find more information by contacting your school rep or branch.

### ◉ How can I plan for the coming year.

Starting with the review of the past year, you will identify areas to develop your skills. You'll also need to think how your plan fits in with the school improvement plan as well as which sources of professional development can support you. During the negotiations with government on the creation of the PM system, ATL insisted that a clear statement of support and professional development had to accompany the setting of objectives - so make sure you agree a programme of CPD as part of the PM process.

### ◉ What happens after the review?

Your reviewer will ask you to sign a performance review statement within five days of your meeting, which then goes to the headteacher. Over the following year, you and your reviewer monitor your progress against your objectives, before meeting again at the start of the academic year to begin the cycle once more.

### ◉ How can ATL support me during the PM cycle?

From guidance on what to expect and how to get the most from PM, to training, university courses and publications to help you achieve your objectives, ATL is behind you all the way. ATL provides support, advice and help throughout the process. Our key publication, *Making performance management work for you*, gives clear, constructive advice on setting and monitoring objectives as well as how to get the most out of the PM process.

ATL's network of 120 union learning reps will provide support on which courses and other learning opportunities will help you meet your objectives. As the leading education union in delivering CPD, ATL has an unrivalled suite of training courses, which cover subjects like managing classroom behaviour, working in a classroom team or using your voice.

For more in-depth learning, we have formed a unique partnership with Edge Hill University to provide flexible professional development that is largely free of charge. We also run seminar briefings and conferences on professional issues and the wider education debate.

More information on ATL's union learning reps, our training and university courses plus a wide range of publications on professional issues can be found on our website at [www.atl.org.uk](http://www.atl.org.uk)

### ◉ How can ATL help me if the PM process isn't working?

PM provides an excellent opportunity for you to grow and develop if it is implemented properly. Of course, in some cases, the system will break down. Perhaps you will come into conflict with your reviewer, perhaps a CPD programme will not be created or perhaps time and money will not be allocated to complete the programme.

Whatever the issue, ATL can offer support and advice. In the first instance, contact your school rep or your branch, who will direct and guide you based on your personal query or experience. Or you can go online at [www.atl.org.uk](http://www.atl.org.uk) to find out more.

## Association of Teachers and Lecturers

7 Northumberland Street  
London  
WC2N 5RD

T - 020 7930 6441  
E - [info@atl.org.uk](mailto:info@atl.org.uk)

10 Cromac Quay  
Ormeau Road  
Belfast BT7 2JD

T - 028 9032 7990  
E - [ni@atl.org.uk](mailto:ni@atl.org.uk)

1st Floor, Empire House  
Mount Stuart Square  
Cardiff CF10 5FN

T - 029 2046 5000  
E - [cymru@atl.org.uk](mailto:cymru@atl.org.uk)

[www.atl.org.uk](http://www.atl.org.uk)

ATL. The education union – led by education professionals from across the sector and throughout the UK.

ATL recognises the link between education policy and our members' conditions of employment. Our evidence-based policy-making enables us to campaign and negotiate from a position of strength.

We champion good practice and achieve better working lives for our members.

We help our members as their careers develop, through first-rate research, advice, information and legal support.

Our 160,000 members – teachers, lecturers, headteachers and support staff – are empowered to get active locally and nationally. We are affiliated to the TUC and work with government and employers by lobbying and through social partnership.

**This leaflet is available in large print.  
Contact [communications@atl.org.uk](mailto:communications@atl.org.uk)  
for details.**

