

# PERFORMANCE MANAGEMENT AND HELPING STAFF TO PLAN THEIR CAREERS

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# AIMS OF THE SESSION

- The life cycle of an employee
- Performance Management and Employee Engagement
- Career planning and opportunities within your school

# THE LIFE CYCLE OF AN EMPLOYEE – MANAGER PERSPECTIVE



Life cycle of an employee – how long someone is your employee - 4-5 years

Key factors to consider – careerpoint and lifepoint

Why did you recruit and select that person?

Degree subject? Experience? Hobbies?

Where do you see them in 5 years' time?

The concept of career planning for most people is relatively new.

No promotion or development after 2 years, then leave!

# THE LIFE CYCLE OF AN EMPLOYEE – EMPLOYEE PERSPECTIVE



Life cycle of an employee – how long do I want to work for you?

How will this job help my career? Help my life?

Why was I hired in the first place? What is my job? What am I good at?

Degree subject? Experience? Hobbies?

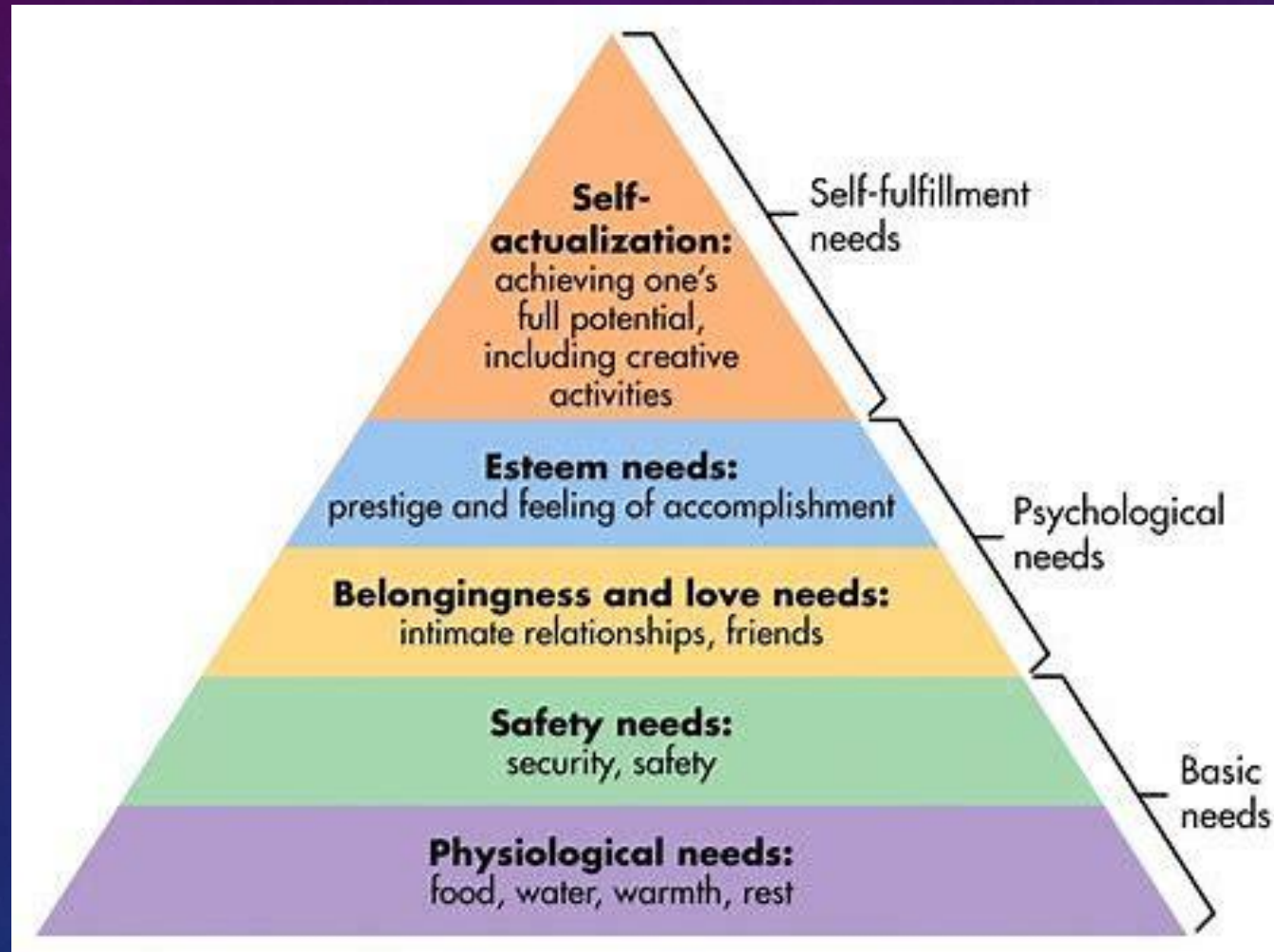
Where do I see myself in 5 years' time?

How do I develop my career in this school?

No promotion or development after 2 years, then leave!



# MASLOW'S HIERARCHY OF NEEDS



- Might include some staff training beforehand
- What it is and what it is not

- Provide regular check-in points (1 main meeting with a check-in each term)
- Planned 1-2-1 time with a manager

- Enables staff to give feedback and make suggestions – the staff voice
- Staff are at the coalface



## Effective Performance Management and Employee engagement



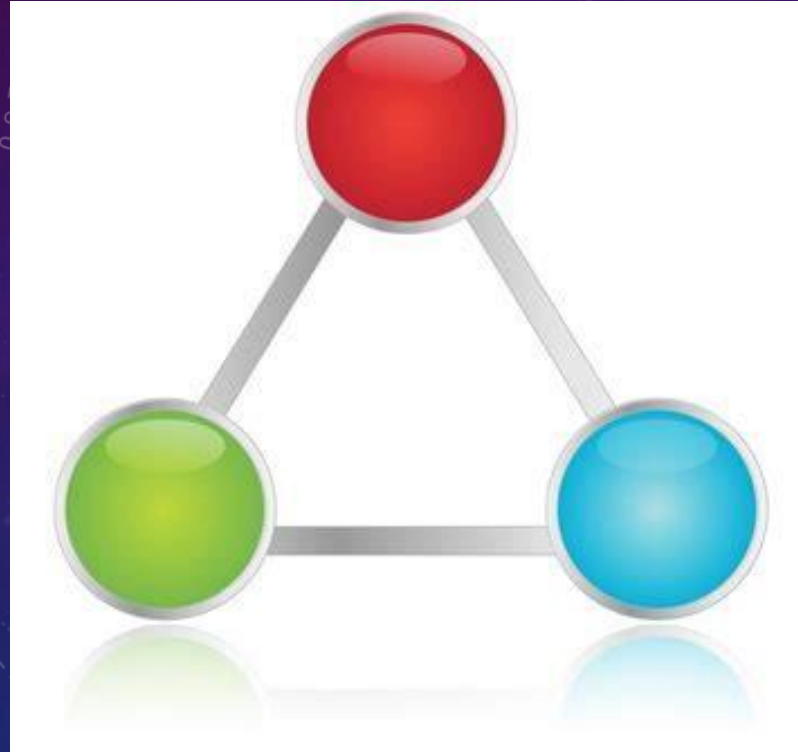
- Staff feel valued
- Staff feel like someone is listening – the organisation must value performance management
- Staff morale and welfare
- Motivates the team

- Provides CPD opportunities for all staff
- Gives your staff additional skills
- Facilitates individual and team development

- Allows managers to be creative eg staff discounts

# SUPPORTS SCHOOL DEVELOPMENT

Strategy



Resources

People



# USEFUL PERFORMANCE MANAGEMENT QUESTIONS

- What have you done this year that went well?
- What have you done/found this year that did not go well?
- What would you like to do more of next year?
- How can I help you to achieve that?



# CAREER PLANNING

**Difficult question: Where do you see yourself in 5 years' time?**

After 5 years, a teacher should have developed the following:

- Excellent subject knowledge and exam knowledge
- Excellent teaching skills
- Excellent product knowledge
- Contributed to co-curricular activities in some way
- Had some kind of promotion or co-ordination role/experienced development
- Contributed to school development in some way

# CAREER PLANNING AND OPPORTUNITIES

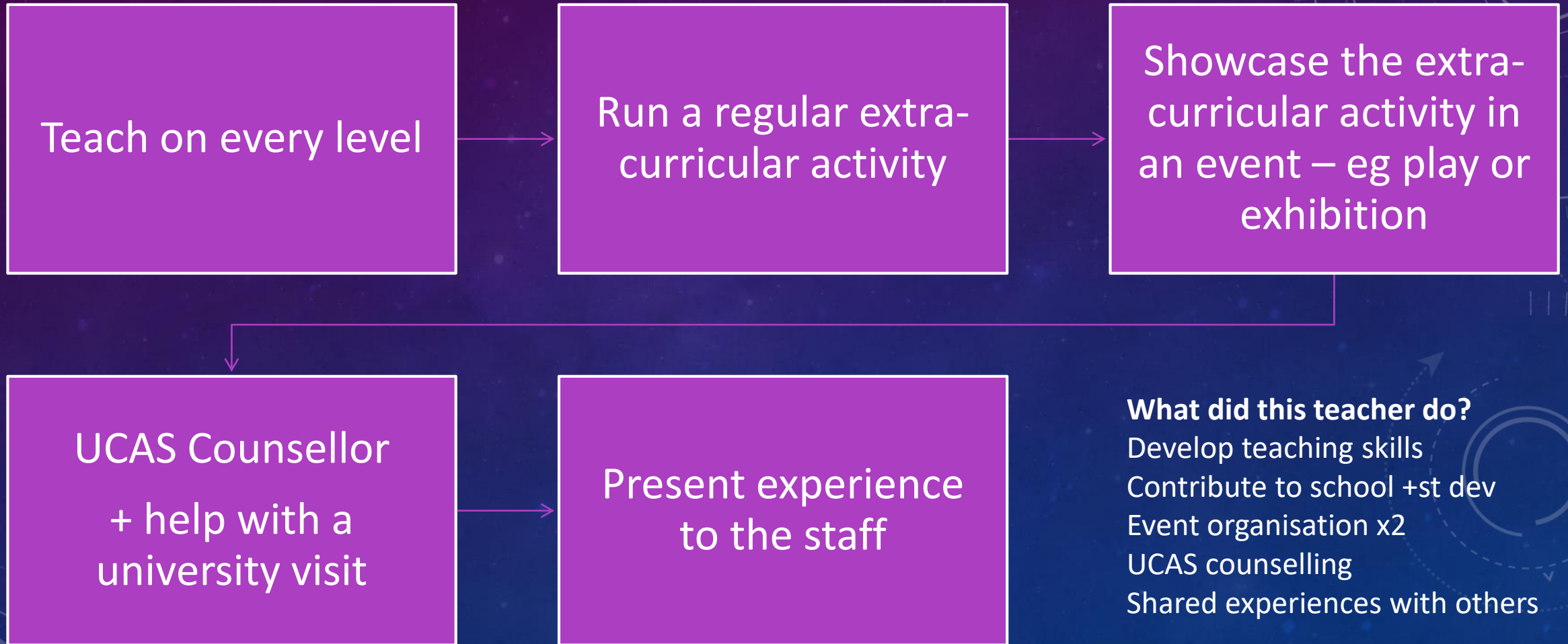
## Areas for Consideration

- Operations & Management
- Academic & Co-Curricular
- Marketing & Admissions

## Points for Consideration

- Frame them as discreet projects of interest
- Include it in a teacher CPD session
- Be clear about project parameters - SMART
- Be clear about remuneration
- If there is no remuneration, be very clear about the reward

# EXAMPLE PATHWAYS – TEACHER 1

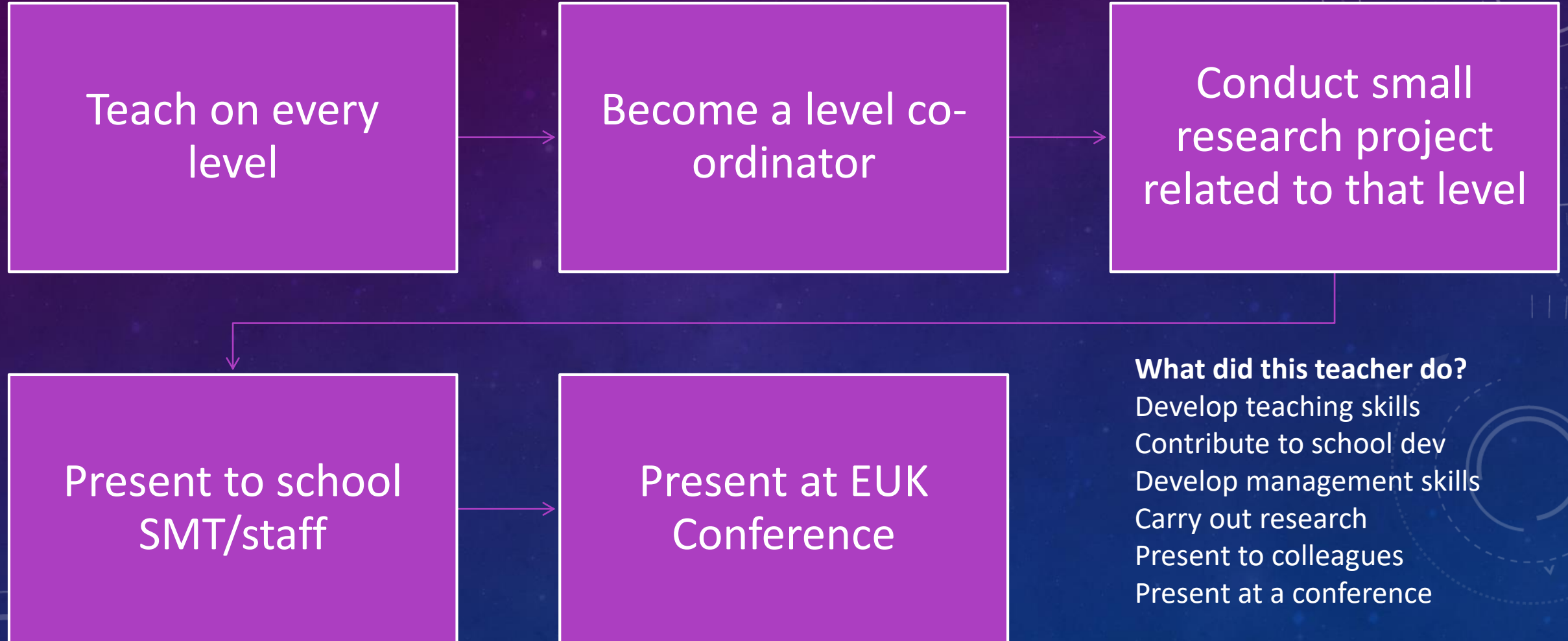




# OTHER CO-CURRICULAR OPPORTUNITIES

- Study Skills
- Career Skills
- Clubs+Societies
- Events
- Festivals

# EXAMPLE PATHWAYS – TEACHER 2

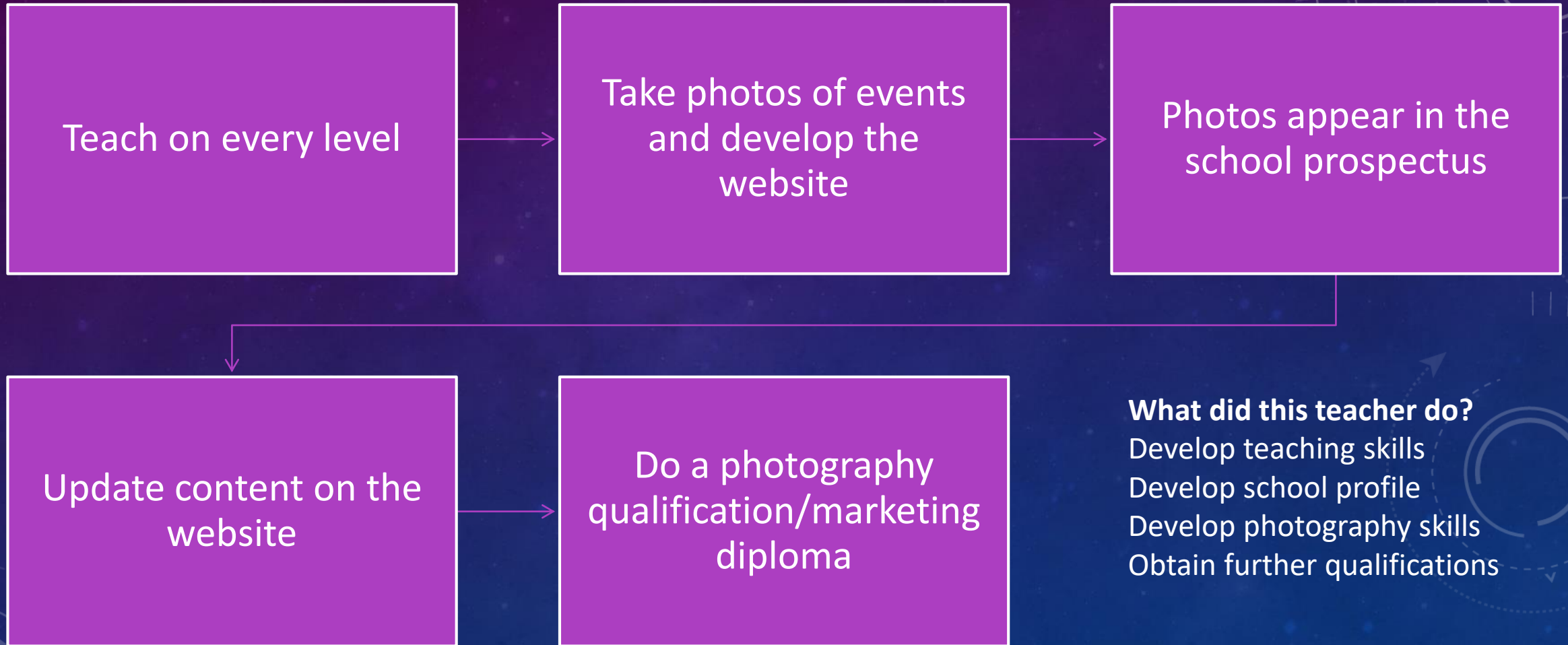


# OTHER OPPORTUNITIES

- Head of Subject
- Line Management
- ADoS
- IELTS Co-Ordinator
- Organise internal mini-conference
- Present at EUK conference



# EXAMPLE PATHWAYS – TEACHER 3



## What did this teacher do?

- Develop teaching skills
- Develop school profile
- Develop photography skills
- Obtain further qualifications

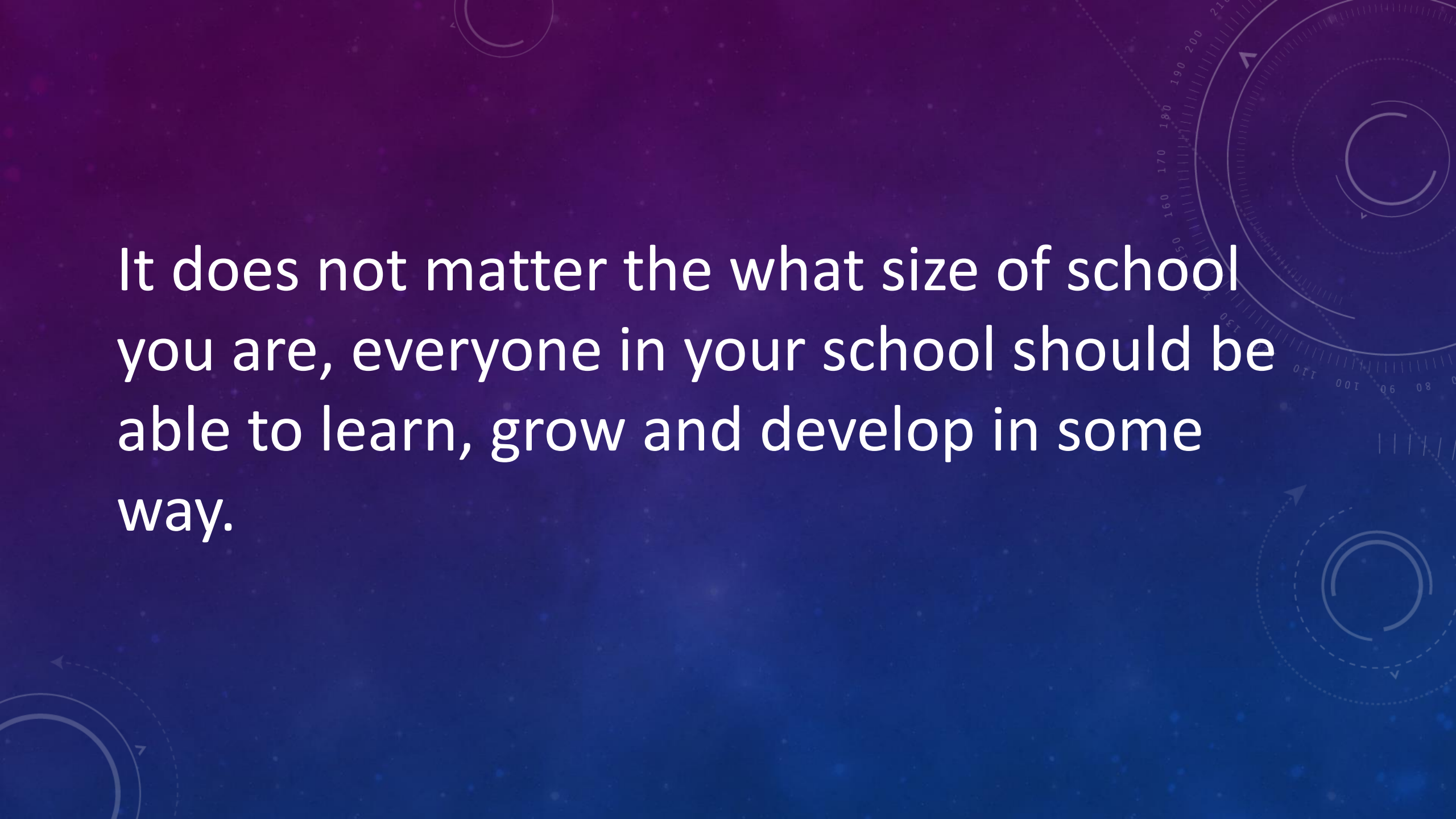
# OTHER OPPORTUNITIES

- Help out with organising Open Days
- Learn to process admissions and applications
- Carry out interviews
- Meet prospective students and parents

# SHOWCASE STAFF DEVELOPMENT IN YOUR SCHOOL

- Include opportunities in new teacher induction
- Create a flyer/poster/newsletter
- Highlight what is available – qualifications, projects and research
- Highlight sponsorship opportunities
- Celebrate and highlight staff successes – use them as your advocates



The background is a dark blue gradient with faint, light blue geometric patterns. On the right side, there is a large, semi-circular scale or protractor-like graphic with degree markings from 0 to 210. Several concentric circles and dashed lines with arrows are also visible, suggesting a theme of growth, development, or cycles.

It does not matter the what size of school  
you are, everyone in your school should be  
able to learn, grow and develop in some  
way.

# REFERENCES

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- Middlewood, D. and Abbott, I. (2017) *Managing Staff for Improved Performance (HR management in schools)*. Bloomsbury. London, UK.
- Tranter, S. and Percival, A. (2006) *Performance Management in Schools*. Harlow, UK. Pearson Longman.