

Staff Performance features...

- ✓ Simplifies the performance management of all school staff
- ✓ Engages staff in their own development
- ✓ Offers customised documents and user access in line with your school requirements
- ✓ Provides a portfolio of evidence throughout the appraisal process

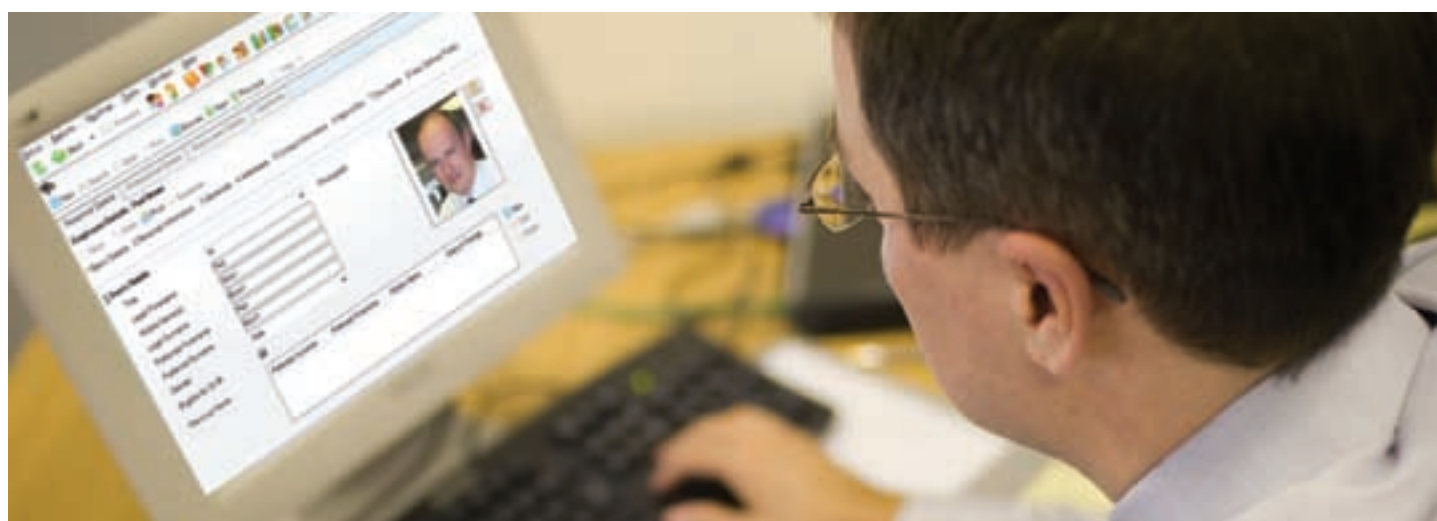
Staff Performance in SIMS Personnel

Supporting schools in achieving excellence in their workforce



Key features at a glance

Feature	Available
Instant access to up-to-date information on training and qualifications and other staff data already held in SIMS Personnel.	✓
Performance management of both teaching and non-teaching staff with a basic record in SIMS Personnel as well as those occupying more than one role.	✓
Assessment of members of staff alongside professional standards or assessment criteria related to their role.	✓
Appraisal tools which can be customised in line with the way your school works.	✓
Objectives, lesson observations and reviews can be recorded together with staff development, with the opportunity to assign grades where necessary.	✓
Pupil data relating to observed lessons is pulled through automatically removing the need for extra administration during observations.	✓
Link individual objectives to whole school priorities.	✓
Maintain a portfolio of evidence throughout the appraisal process.	✓
Pay recommendations can be recorded during the review.	✓
Ability to define what the senior leadership team, line managers, appraisers and the staff member can access on the personnel record.	✓
Reporting on staff performance and core areas of the appraisal process.	✓



Staff Performance in SIMS Personnel provides school leaders with the tools they need to simplify the management, monitoring and reporting of staff performance.

SIMS Personnel already stores a wide range of information, allowing you to build a complete picture of every staff member in your school.

SIMS Personnel with Staff Performance enhancements goes one step further, putting an end to paper-based appraisal systems that burden school leaders. From individual objectives and lesson observations to employee reviews and development, all your staff performance data is held centrally, securely and integrated with the personnel record. It also provides accurate up-to-date information on staff performance so you can make evidenced decisions during appraisals.

Information to hand

The Staff Performance function ensures you can remove paperwork associated with staff appraisals. You can manage staff performance alongside training, qualifications and employment details already held in SIMS Personnel. Electronic reports and document storage facilities provide evidence in an instant. This is invaluable during school inspections when leadership teams require access to documents quickly and easily.

Manage performance related pay

The staff performance enhancements to SIMS Personnel will support schools affected by the new performance related pay legislation as it gathers the evidence required to make pay related decisions. You can set objectives, track individual progress, manage poor performance and recognise achievement. Pay recommendations can be recorded during the review and used to make changes to staff contracts.

Designed for your school

Schools can customise the new staff performance enhancements to fulfil their individual needs. You set your appraisal dates, school priorities, standards and permissions according to the way your school is run. Providing staff with access to their own records allows them to build up a portfolio of evidence towards their objectives and helps them to keep track of their progress.



Why use Staff Performance in SMS Personnel?

- **Increases efficiency**

Automating the administration of performance management allows immediate access to staff performance data and reports, while ensuring that all information is held centrally and securely.

- **Provides flexible tools for every school**

The new enhancements and related permissions can be customised to suit your school.

- **Supports core elements of the appraisal process**

Senior leadership teams can use the tools as evidence that they are proactively managing and monitoring performance throughout the school.

- **Builds a complete profile of every member of staff**

You can manage performance in relation to training, qualifications and employment information already held in SMS Personnel.

- **Ensures school priorities are achieved**

Individual objectives can be linked to your whole school priorities enabling you to track school progress through the achievement of individual staff members.

- **Drives staff development across the school**

You can identify high performers to be rewarded and challenged as well as those needing further support and guidance.

- **Motivates staff through their active involvement**

Staff can maintain their record throughout the appraisal period and see how well they are doing when they log into SMS.

- **Saves time and shows evidence in an instant**

Reports provide visibility, offer evidence during inspections and allow easier monitoring of appraisal activities across the school.

Recording the results of a lesson observation

You can assign a grade by each standard associated to that individual. The grading can be customised by the school.

Standard/Aspect	OK	GD	SA	Not Met
1. Inspire, motivate and challenge	☒			
2. Establish a safe and stimulating environment for pupils, raise self goals that stretch and challenge pupils of all backgrounds	☒			
3. Demonstrate consistently the positive attitudes, values and	☒			
4. Promote good progress and outcomes for pupils	☒			
5. Be accountable for pupils attainment, progress and outcomes	☒			
6. Plan teaching around pupil capabilities	☒			
7. Guide pupils to reflect on the progress they have made	☒			
8. Demonstrate knowledge and understanding of how pupils learn	☒			
9. Encourage pupils to take responsibility of their studies	☒			
10. Demonstrate good subject and curriculum knowledge	☒			
11. Nurture pupils' interest in the subject	☒			

Attachment	Summary	Type	User	Last M
Pupil work		SP Observation	Blackie Adam	17/05
Paper observation form		SP Observation	Blackie Adam	17/05
Lesson plan		SP Observation	Blackie Adam	17/05

Evidence can be linked to the observation - whether that is the paper form, lesson plan or pupil work.

Define the status of the form: Draft, Ready for Review or Publish.

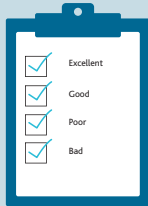
Performance to Pay

In addition to Staff Performance, Capita HR Solutions also offer a Performance to Pay solution as a one-stop shop for all your HR and payroll needs.

In readiness for the new performance related pay legislation, Capita SIMS and Capita HR Solutions have the tools to help your school deliver performance pay on time.

Schools can choose from one or more of our HR and payroll products and services:

1



Performance management
training from September 2013

2



The recording of staff performance
using SIMS

3



HR and Payroll administration
integrated with SIMS

4



Professional HR advice

To find out more about the Performance to Pay solution and
SIMS Personnel call 0845 520 3013 or email info@capita-sims.co.uk

Your questions answered

1. What is involved in setting up Staff Performance in SIMS Personnel?

Staff Performance in SIMS Personnel can be set up in just a few steps. You simply need to define your appraisal period dates, school objectives, professional standards and set up permissions to begin using it straight away.

2. Are there any training courses available?

Yes, training courses are available from September 2013. We also offer performance management training and a full package of HR consultancy services.

3. We do not use SIMS Personnel fully, can we still use Staff Performance?

Yes, you can. The data collected in the new Staff Performance area does not depend on data held elsewhere in SIMS Personnel. Schools can enter information which is not maintained in SIMS.

4. Some of our staff members are not familiar with SIMS or other computer systems. Will they be able to use Staff Performance?

Yes, Staff Performance uses simple processes which are easy to use and access, making it suitable for all users.

5. Will we be able to record performance related pay according to the 2013 legislation?

Yes, you can record any pay recommendations during the review and these can be used to make changes to staff contracts.

6. How much does the Staff Performance enhancement to SIMS Personnel cost?

There is a one-off charge of £200 per primary school and £500 per secondary with no additional annual fee.

Find out more

To discover more about SIMS Personnel **call 0845 520 3013**
or email **info@capita-sims.co.uk**

www.capita-sims.co.uk

CAPITA

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