

# Implement the New Performance Management System

Practical and legal guidance to tackle poor performance, effectively communicate with staff and boost whole-school improvement

## Benefits of attending:

- Learn how to quickly and legally dismiss under-performing staff under the new national rules
- Get up-to-date on how to proceed with disciplinary procedures when a member of staff goes on long-term leave for illness
- Understand how to use the end of 'the three hour rule' to your advantage to identify poor performance and act accordingly
- Gain practical strategies to initiate challenging conversations with difficult staff to tackle underperformance



## Speakers include:

**Richard Bird** Legal Consultant, ASCL

**James Tait** Associate, Browne Jacobson LLP

**Edward Gildea** Education Consultant, Cambridge Education

**Gary Rees** Headteacher, Dame Janet Community Junior School

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# Implement the New Performance Management System

Practical and legal guidance to tackle poor performance, effectively communicate with staff and boost whole-school improvement

**“What we’ve got to do in schools is ensure that there are strong performance management systems in schools, very robust ones, to identify not just the hopelessly ineffective and incompetent teacher, but also those that are coasting and letting children down.”**

*Sir Michael Wilshaw, newly-appointed Her Majesty’s Chief Inspector of Schools, Ofsted, BBC News, 15 October 2011*

The new Chief Inspector of Schools is shining the light on poorly performing teachers. This comes at the same time as the new Ofsted inspection framework in place from January, the new Teachers’ Standards in place from September 2012 and new Performance Management and Capability Arrangements to take effect in September 2012.

**In the face of so much reform, are you confident that your performance management procedures are aligned with the new regulations? Furthermore, how will you utilise your new powers to dismiss underperforming staff and work toward whole-school improvement?**

*Optimus Education’s Implement the New Performance Management System* conference is the definitive event for Senior Leaders and Managers in schools and Academies. Take away clear and accurate legal guidance and a toolkit of practical strategies to ensure that your performance management procedures are compliant and robust.

**Get up to date on all of the latest national changes to performance management and capability procedures**, from the end of ‘the three hour rule’ to dismissal for poor performance after a term, to the new Teachers’ Standards and understand how the new national rules will affect your school.

Top education lawyer, James Tait, Associate, Browne Jacobson LLP will explain the policies and procedures that you must have in place to **proceed with capability procedures when staff go on long-term leave.**

Experienced practitioners Róisín Walsh, Deputy Headteacher and Gaye Kassir, Assistant Headteacher, Park High School will share **practical strategies for implementing performance management and tackling underperformance in light of the new rules.**

Choose from a selection of in-depth breakout sessions that will help you to:

- Draw from a range of strategies to **initiate challenging conversations with difficult staff** to confront underperformance and hold staff to account
- **Implement a consistent approach for performance management for support staff** to ensure whole-school improvement
- **Know what to look for and how to structure classroom observations** with the end of the three hour rule, and avoid accusations of bullying
- Utilise a range of tried and tested methods to **tackle poor performance head-on in teaching and non-teaching staff**

Schools and Academies are under statutory requirements to carry out performance management with teaching staff. Under the new Teachers’ Standards, teachers will be held accountable for pupil progress. The pressure is greater than ever before to ensure your performance management procedures are both compliant and effective tools for whole-school improvement.

Please take a moment to look through the programme and use the booking form on the back to secure your place. We look forward to welcoming you in March.

## Benefits of attending:

- **Implement systems for the effective performance management of TLR holders**
- **Take away practical strategies for the performance management of UPS and long-term staff**
- **Gain a step-by-step strategy for performance management to tackle underperformance and set appropriate targets**
- **Learn how to meaningfully follow up with targets set in performance management meetings to link individual contributions to whole-school outcomes and pupil progress**

## Comments from last year’s delegates:

**‘Best conference I have ever been to.’**

J. Wigley, Vice Principal, North East Wolverhampton Academy

**‘Once again Optimus provided training which was innovative, engaging and very relevant to the needs of delegates.’**

J. Hopegood, Deputy Headteacher, Sexey’s School

**‘Very informative and relevant, well organised. A compact day, lots of information.’**

P. Jeremaes, KS2 Leader, Thorpe CP School

**‘Well organised, good quality presentations. A very efficient way for me to become informed.’**

M. Hutchinson, Deputy Headteacher, Vyners School

## Who should attend?

- Headteachers
- Deputy Headteachers
- Assistant Headteachers
- CPD Co-ordinators
- Heads of Department

# Programme



09:00 – 09:45	Registration and refreshments			
09:45 – 10:00	<b>Chairman's introduction and welcome</b> <i>Richard Bird, Legal Consultant, ASCL</i>			
10:00 – 10:35 <b>Keynote 1</b>	<b>The latest national changes to performance management and capability procedures</b>			
10:35 – 11:10 <b>Keynote 2</b>	<b>The new Ofsted inspection framework: how will your new obligations under performance management be judged?</b>			
11:10 – 11:20	<b>Questions</b>			
11:20 – 11:50	Morning Refreshments			
11:50 – 12:30 <b>Keynote 3</b>	<b>'A mandate for bullying'? Put in place policies and procedures for handling a lack of capability and poor performance</b> <i>James Tait, Associate, Browne Jacobson LLP</i>			
12:30 – 13:20	Streamed Sessions 1			
<b>1A</b> <b>LEGAL GUIDANCE 1</b>  Know the appropriate timescales for disciplinary action and the necessary steps to take for dismissal under the new national rules  <i>James Tait, Associate and Heather Bragg, Employment Solicitor, Browne Jacobson LLP</i>	<b>1B</b> <b>PERFORMANCE MANAGEMENT</b>  Develop an effective blueprint for performance management in light of new regulations: best practice examples for addressing poor performance, target setting and achieving the outcomes desired by the SLT  <i>Róisín Walsh, Deputy Headteacher and Gaye Kassir, Assistant Headteacher, Park High School</i>	<b>1C</b> <b>DIFFICULT STAFF</b>  Confidently initiate challenging conversations with difficult staff to tackle underperformance and hold staff to account  <i>Edward Gildea, Education Consultant, Cambridge Education, ASCL and Former Headteacher</i>	<b>1D</b> <b>TLR HOLDERS</b>  Effective performance management of Teaching and Learning Responsibility holders	
13:20 – 14:20	Lunch			
14:20 – 15:10	Streamed Sessions 2			
<b>2A</b> <b>LEGAL GUIDANCE 2</b>  From dismissal to appeal, ensure you have the evidence to dismiss and win  <i>James Tait, Associate and Heather Bragg, Employment Solicitor, Browne Jacobson LLP</i>	<b>2B</b> <b>UNDERPERFORMANCE</b>  Access a range of practical strategies for tackling poor performance in teaching and non-teaching staff  <i>Gary Rees, Headteacher, Dame Janet Community Junior School</i>	<b>2C</b> <b>SUPPORT STAFF</b>  Develop a specific, meaningful and consistent approach to performance management for all support staff to boost whole-school improvement  <i>Sue Simmons, Director of Human Resources, Thomas Deacon Academy</i>	<b>2D</b> <b>SET &amp; MEASURE TARGETS</b>  Set targets for improvement and measure performance management objectives  <i>Lynn Maidment, School Improvement and Interim Management Consultant, Beacon Development &amp; Training Ltd.</i>	
15:10 – 15:30	Afternoon Refreshments			
15:30 – 16:20	Streamed Sessions 3			
<b>3A</b> <b>LEGAL GUIDANCE 1</b>  Know the appropriate timescales for disciplinary action and the necessary steps to take for dismissal under the new national rules  <i>James Tait, Associate and Heather Bragg, Employment Solicitor, Browne Jacobson LLP</i>	<b>3B</b> <b>END OF THE 3 HOUR RULE</b>  Understand what you should look for and how to structure observations over longer observation times  <i>Maureen Jarrett, Acting Headteacher and Helen Williams, Deputy Headteacher, Betty Layward Primary School</i>	<b>3C</b> <b>DIFFICULT STAFF</b>  Confidently initiate challenging conversations with difficult staff to tackle underperformance and hold staff to account  <i>Edward Gildea, Education Consultant, Cambridge Education, ASCL and Former Headteacher</i>	<b>3D</b> <b>LONG-TERM AND UPS</b>  Effective performance management of Upper Pay Scale and long-term staff  <i>Richard Bird, Legal Consultant, ASCL</i>	
16:20	Conference Close			

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Marissa

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Others	<input type="checkbox"/> £399 + VAT	<input type="checkbox"/> £429 + VAT
Speakers' Presentations*		<input type="checkbox"/> £99 (No VAT)

\*Please note that speakers' presentations are accessible via a password protected internet site and are not supplied in printed form. They will be available to download a week after the event, subject to speaker disclosure.

## 4 Easy Ways to Register

**Post:** Implement the New Performance Management System Conference, Optimus Education, 33-41 Dallington Street, London, EC1V 0BB

**Fax:** 0845 450 6410 • +4420 7954 3512 (Outside UK)

**Email:** marissa.alvord@optimus-education.com

**Web:** [www.oeconferences.com/performance\\_management](http://www.oeconferences.com/performance_management)

Book online and receive instant confirmation.

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### What happens now?

- 1 Fill in this booking form and post or fax it back to us
- 2 An invoice will be raised and sent to your organisation
- 3 You will receive joining instructions by email and post 4 weeks before the conference

**VENUE** Birmingham. All registered delegates will be sent full joining instructions 4 weeks before the conference.

### Substitutions, cancellations and refund policy

Substitutions welcome at any time. Written cancellations made four weeks before the conference date will be subject to a full refund. Written cancellations made two weeks before the conference date will be subject to a 50% + VAT refund per ticket. Cancellations made less than two weeks before the conference date cannot be refunded. All cancellations must be made in writing. Optimus Education reserves the right to alter the programme without notice due to unforeseen circumstances. We also reserve the right in our absolute discretion and without further liability to cancel the programme in which all monies will be refunded. Optimus Education and other divisions of Optimus Professional Publishing Limited safeguard your data. We will endeavour to keep you informed of our other conferences and products where appropriate and may occasionally make your name available to reputable companies outside the group. If you would prefer us not to release your name to third parties, please tick this box.

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