

# Performance Development ANNUAL REVIEW



## Teaching staff: meeting agenda

Steps in meeting	Potentially helpful questions to ask
<p><b>Review current role</b> Confirm the job description reflects the key responsibilities of the reviewee and is still relevant.</p>	<ul style="list-style-type: none"> <li>• Please confirm your current pay scale and length of service.</li> <li>• Have your responsibilities changed in the last year?</li> <li>• Have you taken on new roles and responsibilities which are not covered in your current job description?</li> <li>• Which aspects of your work do you enjoy?</li> </ul>
<p><b>Review and evaluation of the past year (report parts A &amp; B)</b> Review overall performance against job description and professional standards Review and evaluation of outcomes, successes and achievements of the last review period.</p> <p><b>Ensure that you cover:</b></p> <ul style="list-style-type: none"> <li>• Whether objectives have been achieved, the evidence this is based on, and the impact for pupils.</li> <li>• The employee's CPD portfolio.</li> <li>• Performance against pay progression criteria, based on the employee's current or eligible pay scale.</li> <li>• Whether support/learning and development have been effective and the impact this has had on practice.</li> <li>• Possible areas for improvement and whether any merit an additional objective.</li> <li>• Recommendation on pay to eligible teachers.</li> </ul>	<ul style="list-style-type: none"> <li>• What have you achieved over the last year that you are particularly proud of?</li> <li>• To what extent have your objectives been achieved?</li> <li>• What skills, knowledge, strengths have helped you achieve your objectives?</li> <li>• How do you think this has benefited the pupils and the school?</li> <li>• How do you feel that you have performed against the pay progression criteria for Pupil Progress?</li> <li>• What evidence is there to support this judgement*?</li> <li>• Have you completed the self-audit for Teacher Standards? What has this highlighted to you?</li> <li>• How do you feel that you have performed against the pay progression criteria for Professional Development? Can you evidence your Fidelity to T&amp;L group work using your CPD portfolio?</li> <li>• Are there ways in which you could be using your skills and knowledge more effectively?</li> <li>• Has anything been difficult or disappointing for you this year? What caused these difficulties/disappointments?</li> <li>• How helpful was the support and professional learning you received?</li> </ul>
<p><b>Planning for the year ahead (report part C)</b> Discuss possible areas for improvement and set objectives</p>	<ul style="list-style-type: none"> <li>• What are your career aspirations? (see additional prompts embedded in the annual report template)</li> <li>• What do you want to achieve in the next year?</li> <li>• Are there any aspects of your work you would like to improve or develop?</li> </ul>
<p><b>Support and development (report part C)</b> Agree a development plan including relevant development activities</p>	<ul style="list-style-type: none"> <li>• What knowledge and skills do you need to gain?</li> <li>• How will this be useful to you in your work?</li> <li>• What support / professional learning would help you achieve your objectives?</li> <li>• Would Specialist coaching be an appropriate way for the school to support you with your goal(s)?</li> </ul>

### \*POSSIBLE ADDITIONAL QUESTIONS TO ASK RELATED TO PUPIL PROGRESS

- Which pupils or groups of pupils have made or exceeded the progress target? What strategies or interventions contributed to this?
- Which pupils or groups of pupils have not made enough progress? What might be the possible reasons for this?
- Are there any external circumstances that could have affected the rate of pupil progress?
- For each pupil are there any specific factors that could have affected the amount of progress he/she made?
- Are there or have there been any barriers to your teaching that have prevented you from meeting your objectives? If so, are they associated with anything specific, for example, lack of support from your line manager or inadequate resources?