**Support staff Performance Development ANNUAL APPRAISAL REPORT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | | Role |  | |
| PERIOD COVERED BY REVIEW | | From: October 20\_\_ | | | To: October 20\_\_ |

**Part A: Review of previous objectives**

|  |  |  |  |
| --- | --- | --- | --- |
| Assessment against Objectives | Related to JD or Teacher Standard | Met / In Part / Not Met | Summary of success/achievements through the year (record of evidence) |
| ❶ |  |  |  |
| ❷ |  |  |  |
| ❸ |  |  |  |
| Additional if used |  |  |  |

|  |
| --- |
| **Key strengths / contributions by the employee to acknowledge / celebrate** |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Areas of performance to improve (where concerns exist over performance)** | | | | |
| **Area(s) for development / improvement** | **Success criteria** | **Required CPD / bespoke support** [attach course details if available] | **Review progress by when?** | *In the case of continued concerns regarding performance, detail of further support will be discussed and formalised in the review meeting.* |
|  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Review completed by |  | Date |  | Appraisee signature |  | Date |  |

**Part B: Goals for the new review period**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Role |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Career progression aspirations** (please refer to guidance found in ‘Support staff Key Systems Handbook’) | | | | |
| * Key points from studying Career progression maps: does it stimulate ideas? **•** Where does the employee see themselves in (a) 1 year (b) 3 years (c) 10 years? * What ‘on the job’ professional development opportunities exist? **•** Are related professional development programmes appropriate at this time? * How else might the school support aspirations? | | | | |
| **Goals** (please refer to Key Systems Handbook) | | | | |
| Goal | JD or Standard | Timescale | Success Criteria | Monitoring and evidence (inc. observations) |
| ❶ *Relating to Spiritual Development* |  |  |  |  |
| ❷ *Relating to Key ND aims* |  |  |  |  |
| ❸ *[if required]* |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Required CPD to enable new goals(s) and / or Career aspirations (if relevant)** | | | | |
| **Linked P.M goal** (number) | **Nature of required CPD / support**  [External course / Twilight CPD session / Bespoke internal support package] | | **Details of required CPD / support**  [Please provide course details if available] | **Examples of application** (How this will add value to the role. How it impact be measured?) |
|  |  | |  |  |
|  |  | |  |  |
| **If both parties think Specialist Coaching would be desirable, specify agreed goals and success criteria for a Coaching deployment here:** | | | | |
| **Agreed goals** | |  | | |
| **Agreed success criteria** | |  | | |

|  |
| --- |
| **Space for general comments by Line manager or appraisee** |
|  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Line Manager Signature |  | Date |  | Appraisee signature |  | Date |  |