**Support staff Performance Development ANNUAL APPRAISAL REPORT**

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

**Part A: Review of previous objectives**

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| 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 |  |  |  |

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| **Key strengths / contributions by the employee to acknowledge / celebrate** |
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| **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.* |
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| Review completed by |  | Date |  | Appraisee signature |  | Date |  |

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

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| Name |  | Role |  |

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| **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?
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| **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]* |  |  |  |  |

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| **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?) |
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| **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** |  |

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| **Space for general comments by Line manager or appraisee** |
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| Line Manager Signature |  | Date |  | Appraisee signature |  | Date |  |