

## Support 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 / goals have been achieved, the evidence this is based on, and the impact for pupils / the school.</li> <li>• Performance against the job description.</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 goal.</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 / goals 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 your job description?</li> <li>• What evidence is there to support this judgement*?</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 goals</p> <p><b>Ensure that you cover:</b> Ideas for how the employee can contribute to the school achieving its Key aims for the year ahead.</p>	<ul style="list-style-type: none"> <li>• (Referring to Cornerstone) Which Key Notre Dame aims are most relevant to your role? How might you contribute towards the school achieving these aims?</li> <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>