**SUPPORT AND ADMINISTRATIVE STAFF APPRAISAL FORM**

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| **Name/appraise** | **Post held:** |
| **Name and role of line manager/appraiser:** | **JD reviewed** |
| **Date of review meeting:** | **Period of Review from XXXX to XXXX** |
| **Signed:** | **Date appointed to post :** |
| **Please consider these statement in advance of the meeting**  Have there been any significant changes to your role since the last review? Do you do anything that is not on your current job description?  What have you enjoyed about your job in the last year?  Did you successfully achieve your objectives? What went particularly well and give reasons why.  What difficulties affected your performance and why? Is there anything that prevented you from doing your job as well as you would like?  What skills or knowledge do you need to improve or acquire, now or in the future?  Do you need any help in any way from your line manager or other member of staff?  Please highlight any other achievements that you would like noted in this review (what has made you feel particularly proud?  Can you suggest anything that would make the academy run more smoothly? Do you think that any of the current procedures need amending? | |
| **Progress against previous objectives.**  Target 1: **XXX**  Target 2: **XXX**  Target 3: **XXX** | |
| **Reviewee comments and assessment of overall performance.**  **XXX** | |
| **Reviewer comments and assessment of overall performance.**  **XXX** | |

**Discussed by ………………………………………..………………….(Reviewee) Date…………………..**

**Discussed by …………………………………………………………..(Reviewer) Date…………………**

**Planning Statement : Objectives for the year XXXX to XXXX**

Objectives should be linked wherever possible to the professional standards, pupil progress, the academy development plan and include appropriate aspirational elements.

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| **Objective** | **Success criteria** | **Evidence** | **Training support and development needs** |
| 1. **Admin/Finance needs** |  |  |  |
| When setting objectives think about the baseline evidence i.e. what is the current picture, where do they want/need to be and how will they get there? At the end of the year the same evidence can be measured to show impact.  Mid year/end of year review (progress(so far)?Impact?) | | | |
| 1. **Whole school SDP** |  |  |  |
| When setting objectives think about the baseline evidence i.e. what is the current picture, where do they want/need to be and how will they get there? At the end of the year the same evidence can be measured to show impact.  Mid year/end of year review (progress(so far)?Impact?) | | | |
| 1. **Personal** |  |  |  |
| When setting objectives think about the baseline evidence i.e. what are they now, where do they want/need to be and how will they get there? At the end of the year the same evidence can be measured to show impact.  Mid year/end of year review (progress(so far)?Impact?) | | | |

**Monitoring – TERM 2**

(Please complete and bring with you to the review meeting)

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| --- | --- | --- | --- |
| **Objective** | **What progress has been made towards achieving your objective?** | **Do you feel on target?** | **What help, if any, do you need to achieve your objective?** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |

**Agreed by ……………………………………………………………. (Reviewee) Date ………………………**

**Agreed by ……………………………………………………………. (Reviewer) Date ……………………………………**