

Appraisal Form for Non-Teaching Staff

Name

- Please let me know who you would like to appraise you. Please note, you should choose the person assigned on the Monitoring and Observation Schedule (due to their workload commitments) unless you have a specific reason for choosing someone else. If you choose a different person, please outline the reasons for doing so.
- All appraisals to be carried out and sheets filled in by 30th April
- Give me a copy of the completed form, keep the original for yourself.
- The appraisal should be carried out in the time normally allowed for your job. If this is not possible, some extra time is available, see me for this.
- *Some people have already completed their appraisals for this year. All hourly-paid staff should have one appraisal cycle per year*

StJohn

*It is the reviewee's responsibility to ensure that an annual appraisal is carried out.
It is an expectation that an annual review and setting of new targets takes place.*

Appraisal Year

Name

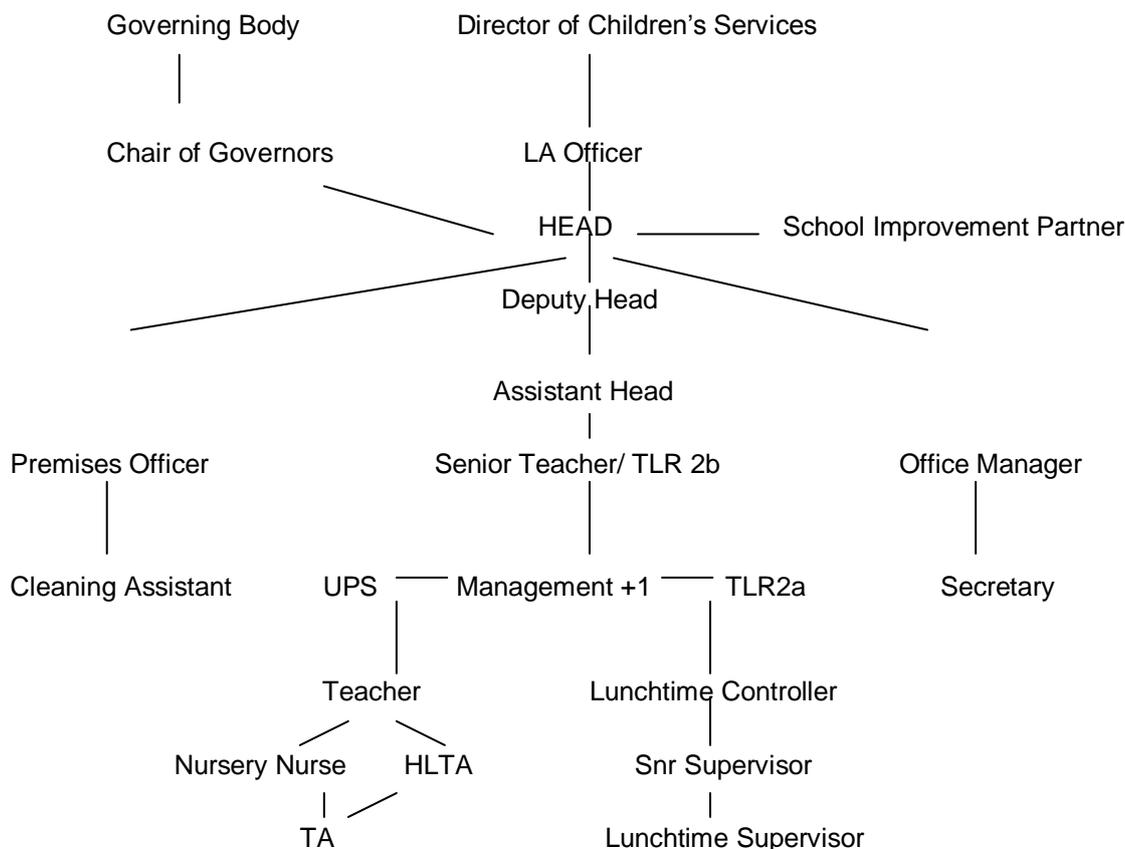
The 'line manager' I have chosen to appraise me is

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Please return to the headteacher

Appraisal

The 'line' at the school



NOTES FOR APPRAISAL

Every member of staff at the school is required to undergo appraisal

Appraisal is to be carried out by any 'line manager' – that is, any person in a more senior position (see above chart). It is helpful for them to receive some training, available through the deputy head, senior teacher or headteacher.

The appraisal sheet (overleaf) should be completed once each year, and a copy given to the headteacher.

Firstly, you should consider how well you have achieved last year's target/s

Please list, in discussion with your appraiser.

- Things you enjoy about your job, or which have gone well
- Things you feel you can improve upon; both personally and where you have ideas for improving the school.
- The routines you or the school follow which might be improved.
- What training you would like, ideally, to receive in the next year.

You are not restricted to three items, and may write more or less.

This should all be written down in consultation with your appraiser. The appraiser should have a good knowledge of your job and the way you carry out your role in the school. At every point you and your appraiser should consider and discuss how well you do your job.

Agree one or more targets with your appraiser that you would like to achieve within the next year

A summary of targets may be given to the governors if requested by the chair of governors, but you will not be identified personally.

A summary of training needs will be passed on to the CPD leader in school to try to organise training for you (this is currently the deputy head)

Appraisal

For Date

Carried out by

Was / were previous targets met? YES / NO / PARTLY

Explain / Comment

Successes and achievements in job

- 1.
- 2.
- 3.

Areas of concern / areas for improvement

- 1.
- 2.
- 3.

Systems and processes for improvement (*ideas for ways of improving things*)

- 1.
- 2.
- 3.

Training and development needs

- 1.
- 2.
- 3.

Target(s) to achieve within the next year

- 1.
- 2.