



MODEL APPRAISAL PRO-FORMA

SUPPORT STAFF IN DELEGATED SCHOOLS (JUNE, 2023)

EMPLOYEE (APPRAISEE):

JOB ROLE:

APPRAISER:

JOB ROLE:

DATE OF APPRAISAL MEETING:

Notes: All yellow sections to be completed by the Appraisee and returned to the Appraiser at least 2 days prior to the meeting

All green sections to be completed by the Appraiser during or within 2 days of the meeting taking place

Blue section must be signed by both the Appraisee and the Appraiser

Once completed a copy must be retained on file, with one copy going to the appraisee and one copy being given to the Head Teacher.

SECTION A – Job Description

Do you have a clear and up to date job description? Yes/No

If no, this should be discussed further during your appraisal meeting.

If yes, do you fully understand all aspects of your job description? Yes /No

If no, please provide further details:

If yes, please comment on how you have performed against your key responsibilities:

Appraiser Comments

SECTION B – Training and Development

Have you received any development opportunities/training since your last appraisal? Yes/No

If yes, what have you received and how has this benefited you in carrying out your role?

If no, would you like to be considered for any development opportunities and/or specific training which is not necessarily required for your current role but which you feel would be beneficial to your career development? Yes/No

If yes, please provide further details:

Appraiser Comments

SECTION C – OBJECTIVES

Objectives from last appraisal period (if applicable):

SMART Objective	What was the aim of this objective:	Agreed deadline for completion of the objective:	Completed Y/N If No, why?

Appraiser Comments

SECTION C – OBJECTIVES cont.

Objectives for forthcoming academic year 20../20..

SMART Objective	What is the aim of the objective?	Agreed completion date	Progress:

Appraiser Comments

SECTION D – COMMENTS

Please state here any other comments which you wish to raise during your appraisal:

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

SECTION E – APPRAISER COMMENTS

Appraiser to note here what, how and when action will be taken regarding any issues, concerns or comments raised by the appraisee prior to or during the meeting.

Appraiser to comment here on the appraisee's performance in their role.

SECTION F

Is it considered necessary to hold an interim meeting prior to the end of the appraisal period?

Yes/No

If yes, when will this take place?

Date: _____

Has any information come to light during the meeting which may affect the appraisee's ability to meet their performance objectives? (e.g. an unexpected prolonged absence or secondment to another role)

Yes/No

If yes, please provide further details:

Signature: _____
(Appraisee)

Date: _____

Signature: _____
(Appraiser)

Date: _____