

Click here to see an example of this template as a record.

Appraisal Template

A longer and more detailed appraisal template.

As our system allows you to unpublish and modify records as many times as you need to, there is no need to have multiple templates for performance management documents. You can publish and unpublish whenever it is time for your next review.

Headings – this helps you create sections within your templates and keep them organised. These headings will not be shown in reports.

Focus Areas

1. T&L – Observation
2. T&L – Learning Walks
3. T&L – Work Scrutiny

Focus Areas – These are the key points of your observation/meeting. If you are using outcome sets, these headings will be the rows within your tables. Outcome sets can only be linked to focus areas and this is what generates the data in reports. Any comments entered here will also pull through into the details report section.

A single focus area cannot have more than one outcome.

Summary

1. T&L Observation	Outcome: Met
Meeting Expectations	
Comments: Recent observations have been graded "Good" Some advice has been given to attend CPD courses in relation to behaviour to help with students who are hard to get on task.	
	Add +
2. T&L - Learning Walks	Outcome: Partially Met
Partially Meeting Expectations	
Comments: Learning walks have reported issues with behaviour in classes - additional CPD recommended Good use of questioning and challenge is present for the more able in groups. More focus to be given on scaffolding the less able in the class. Praise is used really well in verbal and written feedback.	
	Add +
3. T&L - Work Scrutiny	Outcome: Met
Meeting Expectations	
Comments: Books are neat and reminders are given to students in regards to the marking policy. Praise is specific to students work and follow up tasks promote challenge while also addressing some misconceptions.	
	Add +










Outcome set
"Objectives Met"

Outcomes:
Met
Partially Met
At Risk

Outcome sets – these will form the columns within your reports.

They are bespoke to your own school set up and not limited to traditional Ofsted gradings. The name of your outcome sets (For Example, this one is called "Objectives Met" Will be the name of your table within reports.

The first section of this template allows for a review of progress and Quality Assurance processes throughout the year. Other Observe records can be linked to this record by adding resources and linking the record URL.

Overall Teaching and Learning	Outcome: Met
Meeting Expectations	
Comments: Behaviour CPD has been recommended to help with settling students and keeping them on task. Lessons are well planned out and subject knowledge is excellent. Timers should be introduced to keep students focused on a task.	
 0  0  0	Add +
Progress Data	Outcome: Partially Met
Partially Meeting Expectations	
Comments: Students are making progress - mainly the more able in the class. Focus should be given to scaffolding the weaker ability members of the group and providing ample opportunities to recap prior learning to help them achieve.	
 0  0  0	Add +
Overall for the Year	Outcome: Partially Met
Partially Meeting Expectations	
Comments: Behaviour and progress of students has shown a real improvement over the academic year	
 0  0  0	Add +

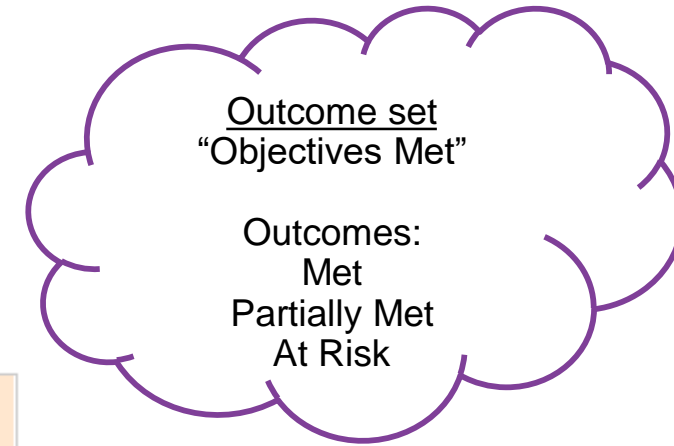
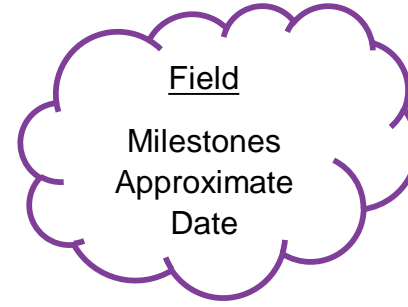
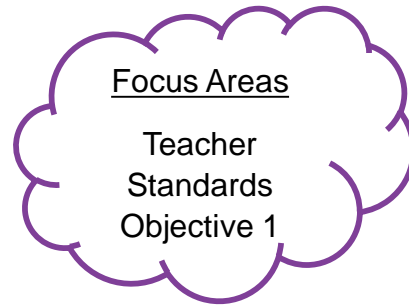
Outcome set
"Objectives Met"

Outcomes:
Met
Partially Met
At Risk

Rather than solely focussing on Appraisal Objectives this form allows for reflection on all aspects of Quality Assurance. This form is an in depth Appraisal form which can be used as a working document throughout the Appraisal process.

Focus Areas

Overall Teaching and Learning
Progress Data
Overall for the Year



Setting Objective 1

Teacher Standards Objective 1 Outcome: **Partially Met**

Ensure all students work towards outstanding progress from their starting points

Partially Meeting Expectations

Comments:
Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively

⌵ 0 0 0 0 Add +

<p>Milestones Approximate Date</p> <p>6th November 2019</p>	
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Actions could be created to link to this field – They can be used as reminders for the next Appraisal meeting.

Fields are used to record contextual information. This can be seen on individual records but none of the information within fields will pull through into the reports area.

Reviewing sections split up the appraisal process. Sections can be expanded or collapsed when completing records to allow for easy navigation.




Focus Areas
January, April
and Final
Objective 1
Review

Reviewing Objective 1

January Objective 1 Review Outcome: **Partially Met**

Partially Met




Comments:
Students are making progress - mainly the more able in the class.
Focus should be given to scaffolding the weaker ability members of the group and providing ample opportunities to recap prior learning to help them achieve.
Requires improvements with scaffolding the weaker ability in groups. Arrange peer mentoring and research CPD sessions for differentiation techniques

▼  0  0  0 Add +

April Objective 1 Review Outcome: **Met**

Met




Comments:
After observing a few colleagues, there has been a real improvement in differentiation. Student behaviour is better as they are able to access the work being set.
Research CPD to develop this further

▼  0  0  0 Add +

Final Objective 1 Review Outcome: **Met**

Met

Comments:
CPD course arranged for next academic year.
Working well with peer mentor and improvements have been made.
Progress of students has increased

▼  0  0  0 Add +

Outcome set
“January, April and
Final Review”

Outcomes:
Met
Partially Met
At Risk

As our system allows for records to be unpublished and modified, Appraisal documents can be used as a continuous working document with different review points in the one form.

Setting Objective 2

Teacher Standards Objective 2 Outcome: **Met**

To further develop the quality of marking and feedback to help students improve their learning.

Meeting Expectations

Comments:
Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

▼ 0 0 0 Add +

Milestones Approximate Date 2
6th November 2019

Outcome set
"Objectives Met"

Outcomes:
Met
Partially Met
At Risk

Field
Milestones
Approximate
Date 2

Focus Areas
Teacher
Standards
Objective 2

The "Add" option included in focus areas, allows for staff to engage with their records. Evidence can be uploaded such as links to pupil data on SISRA Analytics; Photos of work; PowerPoints etc.

Review points are split into sections to allow for easy navigation.

Focus Areas

January, April and Final Objective 2 Review

More or less review points could be used depending on your school's preferences.

Reviewing Objective 2

January Objective 2 Review Outcome: Met

Met

Comments:
Marking policy is consistently followed.
Booked are marked regularly misconceptions are addressed

0 0 0 Add +

April Objective 2 Review Outcome: Met

Met

Comments:
Focus on providing individual tasks for students - ensure that praise is also specific to something they have done within their work rather than a vague well done today.
DIRT tasks are included but there does not appear to be any follow up in ensuring that these are completed by students

0 0 0 Add +

Final Objective 2 Review Outcome: Met

Met

Comments:
Improvements with DIRT tasks being completed by students - implemented DIRT time weekly to encourage students to reflect upon their prior learning

0 0 0 Add +

Outcome set
"January, April and Final Review"

Outcomes:
Met
Partially Met
At Risk

As our system allows for records to be unpublished and modified, Appraisal documents can be used as a continuous working document with different review points in the one form.

Focus Areas
Teacher Standards Objective 3

Outcome set
"Objectives Met"
Outcomes:
Met
Partially Met
At Risk

Field
Milestones
Approximate
Date

Setting Objective 3

Teacher Standards Objective 3 Outcome: Met

This should be a personal target which is linked to CPD need

Meeting Expectations

Comments:
Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them

▼ 0 0 0 Add +

Milestones Approximate Date 3
6th November 2019

Staff would be able to view their records and add reflections, evidence or actions to complete during each review period.

This appraisal templates has different headings to separate the appraisal review periods during the year – these can be completely customised based on your schools policies and procedures.

Focus Areas
January, April
and Final
Objective 3
Review

Reviewing Objective 3

January Objective 3 Review Outcome: **Met**

Met

Comments:
Good relationship with students and rapport is clear.
Ensure students do not talk when you are giving instructions.
Provide a starter task for students to engage with as soon as they enter the classroom.

▼ 0 0 0 **Add +**

April Objective 3 Review Outcome: **Met**

Met

Comments:
Behaviour has improved with the improvement of differentiation techniques.
Focus on pace within lessons to keep students on task and avoid certain students taking advantage of time between tasks when they have finished.

▼ 0 0 0 **Add +**

Final Objective 3 Review Outcome: **Met**

Met

Comments:
Peer mentoring has helped with behaviour management.
Challenge questions have been added to tasks for students who finish early - this has ensured fewer disruptions from students

▼ 0 0 0 **Add +**

Outcome set
“January, April and
Final Review”

Outcomes:
Met
Partially Met
At Risk

Staff would be able to view their records and add reflections, evidence or actions to complete during each review period.

Focus Areas
Recommended
CPD Need

Outcome set
“Recommended
CPD”

Outcomes:
Team Teach
Questioning
Challenge
Behaviour
Assessment
First Aid
SEND
Differentiation
Wellbeing
Engagement

CPD

Recommended CPD Need

*Would you recommend any specific CPD for this staff member? If no, leave blank.
If the course you have in mind is not available in the drop down, please feel free to use the comment box*

Behaviour Management

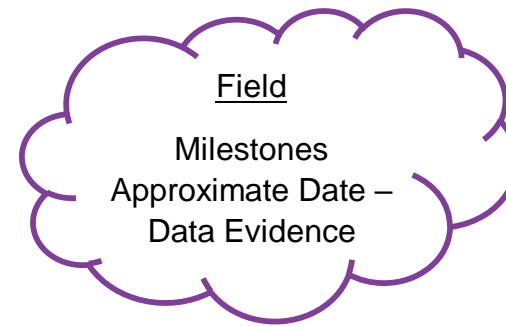
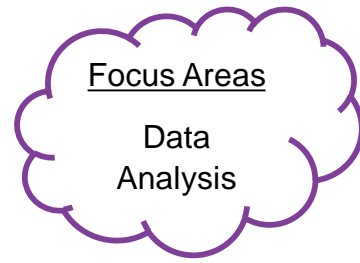
Comments:
Arrange session focusing on behaviour management techniques

Outcome: **Behaviour**

⋮ 0 0 0 **Add +**

The inclusion of this focus area allows for the identification of CPD needs for all staff members. This allows for easy identification for busy Leaders to view what is required within their establishment.

The outcome set used for this focus area is a list of some popular CPD options. As you can only have 10 outcomes, a good idea would be to create 9 popular examples and have the 10th as “Other” allowing for this to be specified within the comments,



Data Evidence

Data Analysis

Please attach any information regarding progress made by classes

Comments:
Class data has steadily progressed over the academic year partly to do with differentiation and behaviour management improvements

▼ 0 0 0 **Add +**

Milestones Approximate Date - Data Evidence
6th June 2020

Our system will allow you to “Add” resources to a focus area, this allows for staff to upload evidence to their record. SISRA Analytics URL links can be uploaded as well as Spreadsheets and other relevant documentation.

Overall analysis of data focus area allows for a summary at the end of the appraisal cycle.

This section allows for frequent reviews of class data. This can help to pinpoint any concerns and be able to implement support and interventions.

Focus Areas

January, April
and Final
Data Review

Reviewing Data Evidence

January Data Review Outcome: **Partially Met**

Partially Met

Comments:
Students have not made much progress. Partially due to the work not being sufficiently differentiated for groups. This is also leading to behaviour issues within classes

0 0 0 Add +

April Data Review Outcome: **Met**

Met

Comments:
Peer mentoring has helped improve teaching and learning. Differentiation has been implemented and students are more engaged with the subject. Progress has not increased but there is potential from looking at BfL grades for groups

0 0 0 Add +

Final Data Review Outcome: **Met**

Met

Comments:
Groups are making some progress and this has been achieved with differentiated tasks and focusing on pace of lessons. Challenge questions have been included and students have clear expectations and structures of tasks

0 0 0 Add +

Outcome set
“January, April and
Final Review”

Outcomes:
Met
Partially Met
At Risk

Our system will allow you to “Add” resources to a focus area, this allows for staff to upload evidence to their record. SISRA Analytics URL links can be uploaded as well as Spreadsheets and other relevant documentation.

Focus Areas
Attendance
Appraisal

This section could be used for specific TLR holders who have responsibility for attendance if you do not want to use this for the entire school. Outcomes do not need to be selected and sections can be left blank.

Attendance

Attendance Appraisal Outcome: Y

Please note: This will NOT be used to access your performance as part of the appraisal cycle unless you are a HoY and it is linked to your TLR. Improving attendance is a key focus for the School Improvement Plan. The whole school target is 95%

Yes

Comments:
Rewards provided for students with 100% attendance has improved the retention of attendance within the school. Something needs to be implemented to ensure that students who are under 100% do not become dejected and still continue to ensure they are coming to school everyday despite one missed day

▼
🗨️ 0
✎️ 0
📄 0
Add +

January Attendance Review % 98.70	
April Attendance Review % 97.40	
Overall Attendance Review % 96.70	

Outcome set
"Yes or No"

Outcomes:
Yes
No

Field
January, April and
Overall Attendance
Review %

Recommendation for Pay Progression

Pay Progression Outcome: Y

*Look at the Teachers' Standards (1-8) and M3 to M6 Expectations and relevant sections of the DIP/SIP when making recommendations for pay progression
Please refer to Pay Progression Policy for further details - for M4, M5 and M6 teachers wishing to apply for UPS within the next two years, please refer to UPS Expectations in addition to the above*

Yes

Comments:
Improvement has been shown throughout the year and a willingness to learn.
Excellent improvement shown
Great attitude to learning from others
Initiative shown when arranging peer mentoring and observation sessions

⌵ 0 🗨️ 0 ✎️ 0 📄 0 Add +

Signature
J. Wilkinson

A field can be used to create a signature box to show that staff have agreed with everything within their record.

This section allows employers to generate at-a-glance information in relation to employees pay progression. They are able to see it in a neat table and make their final judgements based on the collective staff data. Comments have been disabled for this focus area but you can choose to leave them on.

Outcome set
"Yes or No"

Outcomes:
Yes
No

Focus Areas

Pay
Progression

Field
Signature



What would this
look like in
reports?

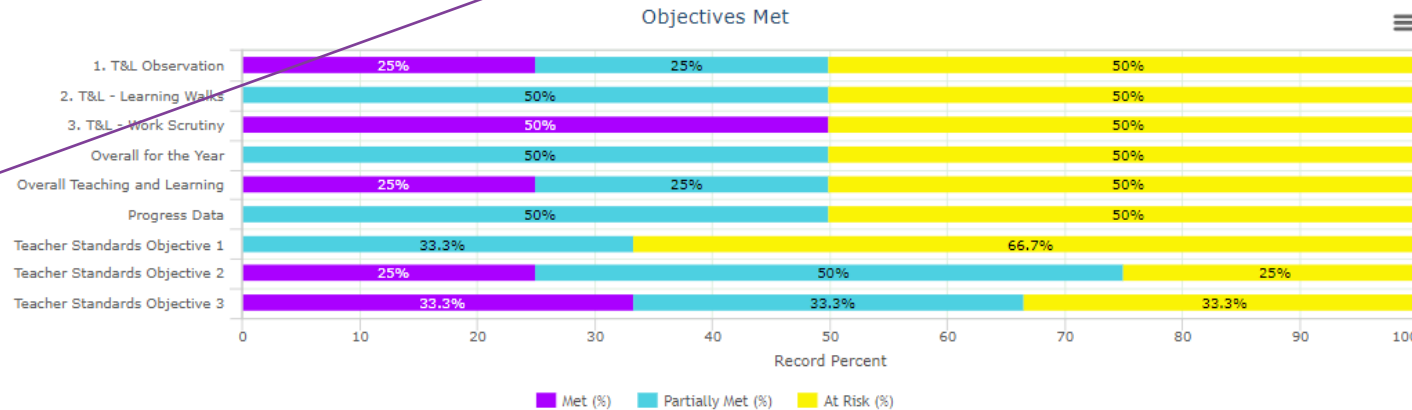
At a glance analysis to be able to evaluate overall results for the academic year.

Focus Area Name	Met (%)	Partially Met (%)	At Risk (%)	Record Count	Average Outcome
1. T&L Observation	25.0	25.0	50.0	4	At Risk
2. T&L - Learning Walks	0.0	50.0	50.0	4	At Risk
3. T&L - Work Scrutiny	50.0	0.0	50.0	4	Partially Met
Overall for the Year	0.0	50.0	50.0	4	At Risk
Overall Teaching and Learning	25.0	25.0	50.0	4	At Risk
Progress Data	0.0	50.0	50.0	4	At Risk
Teacher Standards Objective 1	0.0	33.3	66.7	3	At Risk
Teacher Standards Objective 2	25.0	50.0	25.0	4	Partially Met
Teacher Standards Objective 3	33.3	33.3	33.3	3	Partially Met
Total	6	12	16		

Outcome set "Objectives Met"

Outcomes:
Met
Partially Met
At Risk

Values have been added to this outcome set. This allows for averages to be calculated within reports.



- Focus Areas
1. T&I – Observation
 2. T&L – Learning Walks
 3. T&L – Work Scrutiny
- Overall for the year
- Overall Teaching and Learning
- Progress Data
- Teacher Standards Objectives 1 - 3

January Review ?

Focus Area Name	Met (%)	Partially Met (%)	At Risk (%)	Record Count	Average Outcome ?
January Data Review	0.0	25.0	75.0	4	At Risk
January Objective 1 Review	0.0	25.0	75.0	4	At Risk
January Objective 2 Review	25.0	25.0	50.0	4	At Risk
January Objective 3 Review	25.0	25.0	50.0	4	At Risk
Total	2	4	10		

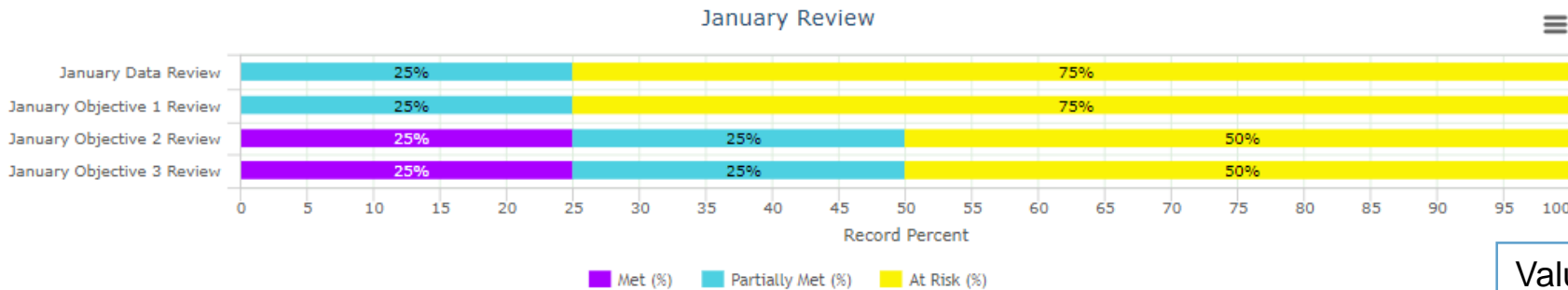
Outcome set
"January Review"

Outcomes:
Met
Partially Met
At Risk

Focus Areas

January Data Review
January Objective 1 – 3 Review

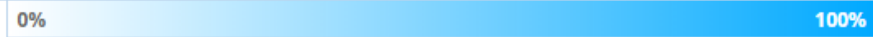
This outcome allows for easy at-a-glance analysis for busy senior leaders. It allows for a summary of the reporting review. Leaders can view the results and decided whether further support is needed for staff.



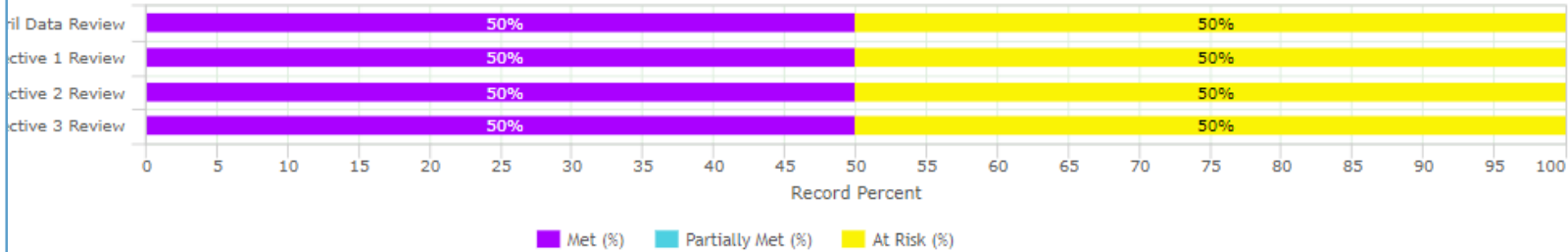
Values have been added to this outcome set. This allows for averages to be calculated within reports.

April Review ?

Focus Area Name	Met (%)	Partially Met (%)	At Risk (%)	Record Count	Average Outcome ?
April Data Review	50.0	0.0	50.0	2	Partially Met
April Objective 1 Review	50.0	0.0	50.0	2	Partially Met
April Objective 2 Review	50.0	0.0	50.0	2	Partially Met
April Objective 3 Review	50.0	0.0	50.0	2	Partially Met
Total	4	0	4		



April Review



Outcome set
"January Review"

Outcomes:
Met
Partially Met
At Risk

Focus Areas

January Data
Review

January Objective
1 – 3 Review

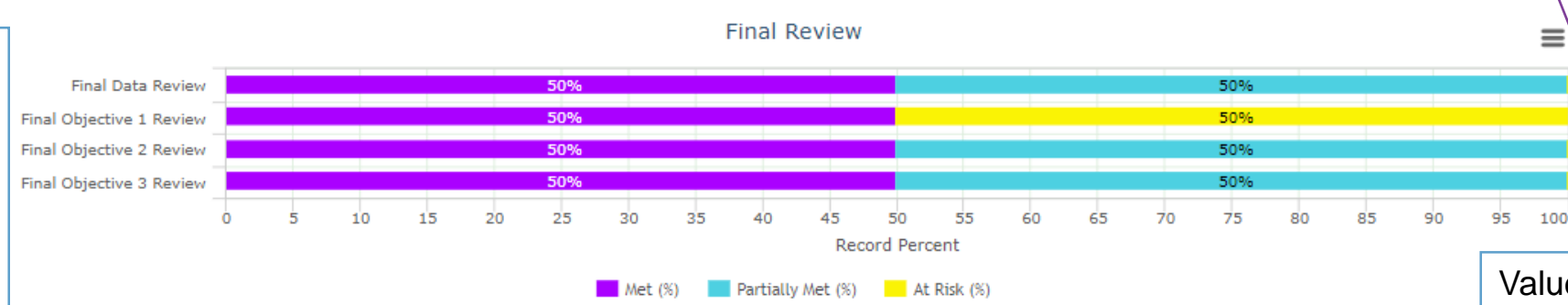
This outcome allows for easy at-a-glance analysis for busy senior leaders. It allows for a summary of the reporting review. Leaders can view the results and decided whether further support is needed for staff.

Values have been added to this outcome set. This allows for averages to be calculated within reports.

Final Review ?

Focus Area Name	Met (%)	Partially Met (%)	At Risk (%)	Record Count	Average Outcome
Final Data Review	50.0	50.0	0.0	2	Partially Met
Final Objective 1 Review	50.0	0.0	50.0	2	Partially Met
Final Objective 2 Review	50.0	50.0	0.0	2	Partially Met
Final Objective 3 Review	50.0	50.0	0.0	2	Partially Met
Total	4	3	1		

0% 100%



Outcome set
"January Review"

Outcomes:
Met
Partially Met
At Risk

Focus Areas

January Data Review
January Objective 1 – 3 Review

This outcome allows for easy at-a-glance analysis for busy senior leaders. It allows for a summary of the reporting review. Leaders can view the results and decided whether further support is needed for staff.

Values have been added to this outcome set. This allows for averages to be calculated within reports.

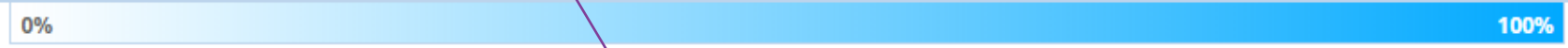
Focus Areas
Recommended
CPD Need

Outcome set
"Recommended
CPD"

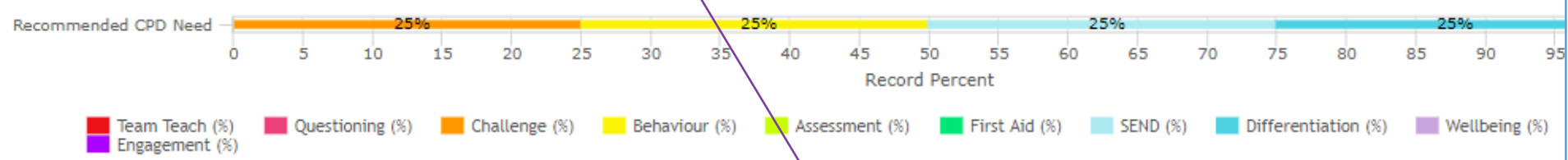
Outcomes:
Team Teach
Questioning
Challenge
Behaviour
Assessment
First Aid
SEND
Differentiation
Wellbeing
Engagement

Recommended CPD ?

Focus Area Name	Team Teach (%)	Questioning (%)	Challenge (%)	Behaviour (%)	Assessment (%)	First Aid (%)	SEND (%)	Differentiation (%)	Wellbeing (%)	Engagement (%)	Record Count
Recommended CPD Need	0.0	0.0	25.0	25.0	0.0	0.0	25.0	25.0	0.0	0.0	4
Total	0	0	1	1	0	0	1	1	0	0	



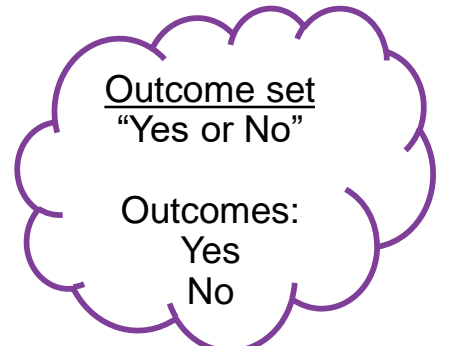
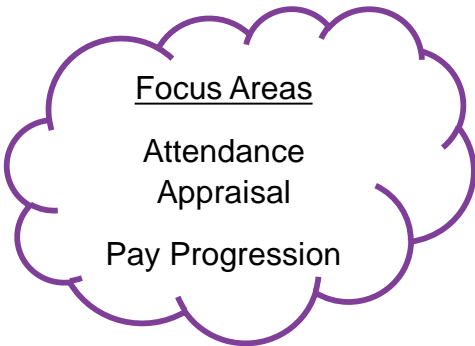
Recommended CPD



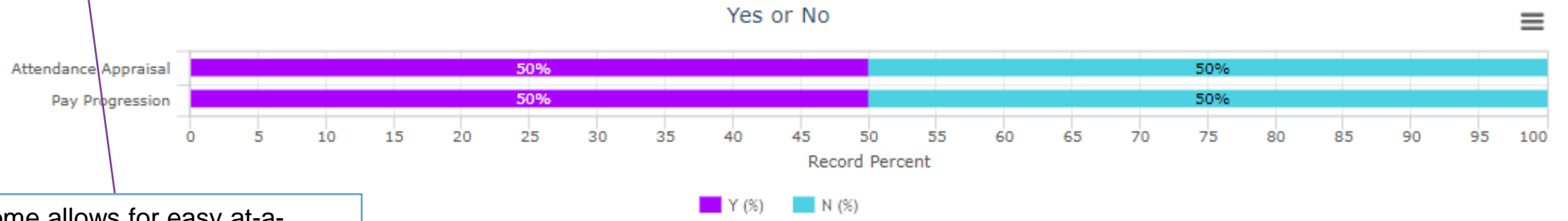
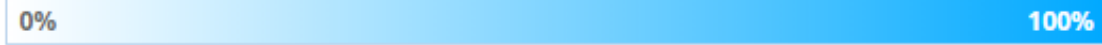
This allows for the identification of CPD needs for all staff members. This allows for easy identification for busy Leaders to view what is required within their establishment and arrange whole school CPD sessions if needed.

The outcome set used for this focus area is a list of some popular CPD options. As you can only have 10 outcomes, a good idea would be to create 9 popular examples and have the 10th as "Other" allowing for this to be specified within the comments,

Yes or No ?



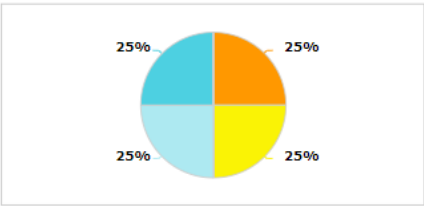
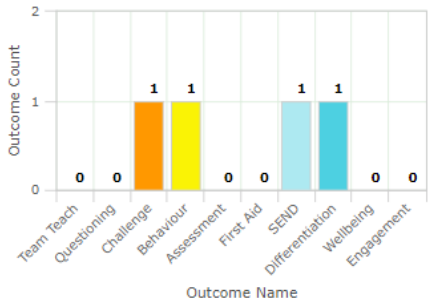
Focus Area Name	Y (%)	N (%)	Record Count
Attendance Appraisal	50.0	50.0	2
Pay Progression	50.0	50.0	2
Total	2	2	



This outcome allows for easy at-a-glance analysis for busy senior leaders. This allows leaders to easily identify who may need further support and who is eligible for promotions and/or pay increases.

Focus Areas
Recommended
CPD Need

Outcome Name	Count	%
Team Teach	0	0.0
Questioning	0	0.0
Challenge	1	25.0
Behaviour	1	25.0
Assessment	0	0.0
First Aid	0	0.0
SEND	1	25.0
Differentiation	1	25.0
Wellbeing	0	0.0
Engagement	0	0.0



Legend for charts:
 Team Teach (red), Questioning (pink), Challenge (orange), Behaviour (yellow), Assessment (light green), First Aid (green), SEND (light blue), Differentiation (teal), Wellbeing (purple), Engagement (dark purple).

Outcome set
"Recommended CPD"

Outcomes:
 Team Teach
 Questioning
 Challenge
 Behaviour
 Assessment
 First Aid
 SEND
 Differentiation
 Wellbeing
 Engagement

Detailed Information

Category	Faculty	Subject	Staff																																																												
			<table border="1"> <thead> <tr> <th>Staff</th> <th>Team Teach (%)</th> <th>Questioning (%)</th> <th>Challenge (%)</th> <th>Behaviour (%)</th> <th>Assessment (%)</th> <th>First Aid (%)</th> <th>SEND (%)</th> <th>Differentiation (%)</th> <th>Wellbeing (%)</th> <th>Engagement (%)</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Keane; Alexandra (AKE)</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>100.0</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> <tr> <td>Thomas; Clara (CT)</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>100.0</td> <td>0</td> <td>0</td> <td>1</td> </tr> <tr> <td>Turner; Eloise (ET)</td> <td>0</td> <td>0</td> <td>100.0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> <tr> <td>Wilkinson; Jenna (JAW)</td> <td>0</td> <td>0</td> <td>0</td> <td>100.0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> </tbody> </table>	Staff	Team Teach (%)	Questioning (%)	Challenge (%)	Behaviour (%)	Assessment (%)	First Aid (%)	SEND (%)	Differentiation (%)	Wellbeing (%)	Engagement (%)	Total	Keane; Alexandra (AKE)	0	0	0	0	0	0	100.0	0	0	0	1	Thomas; Clara (CT)	0	0	0	0	0	0	0	100.0	0	0	1	Turner; Eloise (ET)	0	0	100.0	0	0	0	0	0	0	0	1	Wilkinson; Jenna (JAW)	0	0	0	100.0	0	0	0	0	0	0	1
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Turner; Eloise (ET)	0	0	100.0	0	0	0	0	0	0	0	1																																																				
Wilkinson; Jenna (JAW)	0	0	0	100.0	0	0	0	0	0	0	1																																																				

Focus area reports.
The details section allows for identification of in depth information. For example, in this table we are able to see each member of staff and their current progress.

Focus area reports.
If you click into focus area names (the rows of your table) you will be directed to these individual reports. Charts can be exported if needed.

This record was created in our demonstration school and all data is illustrative.