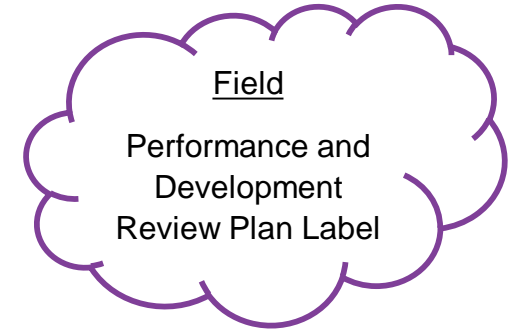Click here to see an example of this template as a record.

Research Appraisal

A research project appraisal which allows staff to pursue their own academic research into their own relevant fields.

Created By St Peter's Catholic School

Observe

SISRA · Inform · Share · Reflect

Performance and Development Review Plan

Your plan should describe what you are going to achieve; how you will measure your success and the way in which you do this through demonstrating all expected behaviours and our core values. Your plan describes the level of acceptable performance you need to achieve over the year and should be aligned to local performance and operating plans and link to the overall goals of your Directorate and the Council Plan.
There is space to include up to 5 Objectives but a minimum of 3 MUST be included.

Labels are uneditable blocks of text which can be placed within templates to provide additional information for Observers/Appraisers.

Labels can be used to provide information regarding the Appraisal Processes. It allows for a reminder to be within every record for staff to refer back to.

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

Focus Areas

Objective 1 – PDRP

Objective 2 - PDRP

Focus Areas – These are the research objectives you want to focus on this academic year. They can be typed in by an appraiser during your meeting and then reflections and resources can be added to these by the appraisee as they begin their research.

Objectives

Objective 1 - PDRP   Outcome: **Agreed**

· Use this space to define the objective and what you are going to achieve.
· Use this space to define your measures of success and the things you will measure to track your progress.
· Use this space to identify the behaviours you will focus on and how you will demonstrate this in the delivery of your objective.

Agreed

Comments:

To research and implement well-being initiatives across the school.

This will impact staff and students by encouraging mental health awareness and self care.
Ideas for this could be: SOW for form time tutors to discuss once a month; Assemblies; Well-being or Mental Health Awareness day linked to the national events; After school or lunch time clubs etc.

💬0 🔗0 📝0   Add +

Objective 2 - PDRP   Outcome: **Agreed**

· Use this space to define the objective and what you are going to achieve.
· Use this space to define your measures of success and the things you will measure to track your progress.
· Use this space to identify the behaviours you will focus on and how you will demonstrate this in the delivery of your objective.

Agreed

Comments:

How to mentor NQT students in a way which supports their mental health and wellbeing.

Encourage NQTs during their first year and keep them on track with the teacher standards and assist with class management. Weekly meeting with NQT and also liaising with the professional mentor.

💬0 🔗0 📝0   Add +

Outcome set
"Objective Agreed?"

Outcomes:
Agreed
In Discussion
N/A

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.

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Not all of these focus areas need to be completed. The label at the beginning of this form states that at least 3 objectives must be included but an additional 2 cam also be used.

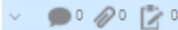Objective 3 - PDRP — Outcome: **Agreed**

- Use this space to define the objective and what you are going to achieve.
- Use this space to define your measures of success and the things you will measure to track your progress.
- Use this space to identify the behaviours you will focus on and how you will demonstrate this in the delivery of your objective.

Agreed

Comments:

How to encourage peer appreciation and positive feedback.

Idea would be to create a "Cheers for Peers" initiative within school. Staff can submit anonymous praise for their colleagues. These can be submitted in the staff room and will then be displayed on the board? Or possibly given to staff via trays. Considering email option for sharing these.

💬 0 📎 0 📝 0   Add +

Objective 4 - PDRP — Outcome: **In Discussion**

- Use this space to define the objective and what you are going to achieve.
- Use this space to define your measures of success and the things you will measure to track your progress.
- Use this space to identify the behaviours you will focus on and how you will demonstrate this in the delivery of your objective.

In Discussion

Comments:

The role of education in young people's mental health.

Focusing on education within our establishment.
Young people in this sense will refer to our cohort of 11-16
Mental health - broad spectrum

💬 0 📎 0 📝 0   Add +
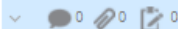
Objective 5 - PDRP — Outcome: **In Discussion**

- Use this space to define the objective and what you are going to achieve.
- Use this space to define your measures of success and the things you will measure to track your progress.
- Use this space to identify the behaviours you will focus on and how you will demonstrate this in the delivery of your objective.

In Discussion

Comments:

What does useful feedback look like within school?

Useful - constructive feedback. How can we measure and assess whether feedback is useful?
Feedback for students or staff?

Outcome set
"Objective Agreed?"

Outcomes:
Agreed
In Discussion
N/A

Focus Areas

Objective 3 – PDRP

Objective 4 – PDRP

Objective 5 - PDRP

Rather than solely focussing on Appraisal Objectives this form allows for reflection on all aspects of Teaching and Learning interests. It allows for teachers to focus on an area of academic interest throughout the year and discuss their findings.

![Observe - SISRA Inform · Share · Reflect]

Focus Areas

Objective 1 – First Review

Objective 2 – First Review

Outcome set "First Review"

Outcomes:
Complete
On Track
Partially On Track
Not on Track

Performance Against Objectives - Interim Review

Objective 1 - First Review

Outcome: **On Track**

· Review progress / objectives on track / complete
· Review behaviours demonstrated / any issues
· Review aspirations, development needs & development plan

On Track

Comments:

To research and implement well-being initiatives across the school.

Student afterschool club has been created and is showing positive attendance.
Mentioned having well-being inset day session with staff - this would need to be arranged and a proposal sent to DW for approval.
Discussion about including well-being sessions during exam season for students to access. This would hopefully help them with their revision and manage stress levels.
Assembly has been discussed with AH - Plan needs to be send over/presentation sent for review.

💬 0 📎 0 📝 0   **Add +**

Objective 2 - First Review

Outcome: **On Track**

· Review progress / objectives on track / complete
· Review behaviours demonstrated / any issues
· Review aspirations, development needs & development plan

On Track

Comments:

How to mentor NQT students in a way which supports their mental health and wellbeing.

Mentoring has gone really well during this first term. NQT students feel supported. I think students have really benefitted from having a mentor who is very concerned with well-being and mental health.
Arrange a meeting with the professional mentor to discuss your approach as it may be beneficial for some of your practice to be used by all mentors across the school.

💬 0 📎 0 📝 0   **Add +**

Various review periods allow for regular meetings to discuss progress towards objectives.

![Observe SISRA - Inform · Share · Reflect]

Objective 3 - First Review   Outcome: **On Track**

· Review progress / objectives on track / complete
· Review behaviours demonstrated / any issues
· Review aspirations, development needs & development plan

On Track

Comments:

How to encourage peer appreciation and positive feedback.

From trialling this within the department, this has received really positive reviews. Staff feel encouraged and valued by their peers.
Discuss implementing this whole school and using the display board within the staff room. Collect submissions via paper in staff room or emails?
How will staff then be given their positive feedback? The trial used the department work room as a base with a box for people to enter their comments. These have then been put on post its on the work room display for staff to view.

💬0 📎0 📝0   Add +

Objective 4 - First Review   Outcome: **On Track**

· Review progress / objectives on track / complete
· Review behaviours demonstrated / any issues
· Review aspirations, development needs & development plan

On Track

Comments:

The role of education in young people's mental health.

Looking specifically at anxiety and stress in relation to perceived pressure to achieve in exams.
Working with SENCO and Teaching assistants to discuss ways this can be addressed and what we can put in place to help.
Links to well-being targets. Well-being afterschool club has had a great response from students so far.

💬0 📎0 📝0   Add +

Objective 5 - First Review   Outcome: **On Track**

· Review progress / objectives on track / complete
· Review behaviours demonstrated / any issues
· Review aspirations, development needs & development plan

On Track

Comments:

What does useful feedback look like within school?

Focussing on NQT students and how the feedback they give to students after assessments impacts their work. So far looking at how this feedback can be personalised to develop students individual learning needs.
Also considering the impact feedback after assessments may impact students mental well-being. Are they discouraged or motivated?

Prompts are given within the description for each focus area to prompt Appraisers within meetings to discuss key development points.

Focus Areas

Objective 3 – First Review

Objective 4 – First Review

Objective 5 – First Review

Outcome set "First Review"

Outcomes:
Complete
On Track
Partially On Track
Not on Track

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.

Observe

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Performance Against Objectives - Annual Review

Objective 1 - Second Review   Outcome: **On Track**

· *Review progress / objectives on track / complete*
· *Review behaviours demonstrated / any issues*
· *Review aspirations, development needs & development plan*

On Track

Comments:

To research and implement well-being initiatives across the school.

Assemblies have been arranged for all year groups WC 5th April. This will provide time to then introduce the well-being sessions before exams for students.
All staff will attend a well-being session based on recent CPD accessed by Kath.

⌄ 💬0 📎0 📝0   Add +

Objective 2 - Second Review   Outcome: **Complete**

· *Review progress / objectives on track / complete*
· *Review behaviours demonstrated / any issues*
· *Review aspirations, development needs & development plan*

Complete

Comments:

How to mentor NQT students in a way which supports their mental health and wellbeing.
NQT students are on track this year. Students I have spoken to have found Kath's way of mentoring to have really helped ease them into the career and assist with their well-being and mental health.

⌄ 💬0 📎0 📝0   Add +

Objective 3 - Second Review   Outcome: **Complete**

· *Review progress / objectives on track / complete*
· *Review behaviours demonstrated / any issues*
· *Review aspirations, development needs & development plan*

Complete

Comments:

How to encourage peer appreciation and positive feedback.

Positive feedback board is up within the staff room and it has had a really positive impact on staff. They enjoy seeing the nice messages and feel appreciated and supported.
It has allowed for staff to express their appreciation for their colleagues (which can be anonymous) and provides opportunities for reflection.

Focus Areas

Objective 1 – Second Review

Objective 2 – Second Review

Objective 3 – Second Review

Outcome set "Second Review"

Outcomes:
Complete
On Track
Partially On Track
Not on Track

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

Observe

Actions, Reflections and Resources can be added to records by both the Appraiser and the person being Appraised. This allows for evidence and reflections to all be kept in the one form. Actions can also be used to set future review meetings or as reminders.

Outcome set "Second Review"

Outcomes:
Complete
On Track
Partially On Track
Not on Track

Focus Areas

Objective 4 – Second Review

Objective 5 – Second Review

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.

Objective 4 - Second Review

Outcome: **On Track**

· Review progress / objectives on track / complete
· Review behaviours demonstrated / any issues
· Review aspirations, development needs & development plan

On Track

Comments:

The role of education in young people's mental health.
Well-being afterschool club and assemblies have been really successful with students. Student Voice responses are really positive.
From working with SENCO and TA team, some additional training has been attended and some key strategies discussed. These will be trialled before presenting to the whole school.

💬 0 📎 0 📝 0   Add +

Objective 5 - Second Review

Outcome: **On Track**

· Review progress / objectives on track / complete
· Review behaviours demonstrated / any issues
· Review aspirations, development needs & development plan

On Track

Comments:

What does useful feedback look like within school?
Working with NQTs to encourage a varied vocabulary.
Praise is encouraged verbally and within written feedback.
From the trial of using particular language when feeding back to students after assessments, we have found this has has a positive affect on students and they do not feel discouraged when they haven't achieved as well as they wanted.

💬 0 📎 0 📝 0   Add +

Observe
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Performance Against Objectives - Final Review

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.

Objective 1 - Final Review   Outcome: **Complete**

At the end of the year with your manager, use this space to summarise your outcomes and how you have demonstrated your agreed behaviours, include any feedback / lessons learned.

Complete

Comments:

To research and implement well-being initiatives across the school.
Staff session went really well and we will repeat this form of training next year.
We need to have a think about the best time(s) to run assemblies again to achieve the most impact with students.
Before exams last year worked really well but we could always use these assemblies as a form of intervention before the exam stress.

💬 0 📎 0 📝 0   Add +

Objective 2 - Final Review   Outcome: **Complete**

At the end of the year with your manager, use this space to summarise your outcomes and how you have demonstrated your agreed behaviours, include any feedback / lessons learned.

Complete

Comments:

How to mentor NQT students in a way which supports their mental health and wellbeing.
In future, I would think about continuing as a mentor and also having some input into the professional development meeting for NQTs.

💬 0 📎 0 📝 0   Add +

Objective 3 - Final Review   Outcome: **Complete**

At the end of the year with your manager, use this space to summarise your outcomes and how you have demonstrated your agreed behaviours, include any feedback / lessons learned.

Complete

Comments:

How to encourage peer appreciation and positive feedback.

The positive notes board has been a great success and the survey created has proven that this had approved staff well-being as it has created a appreciative atmosphere between staff.
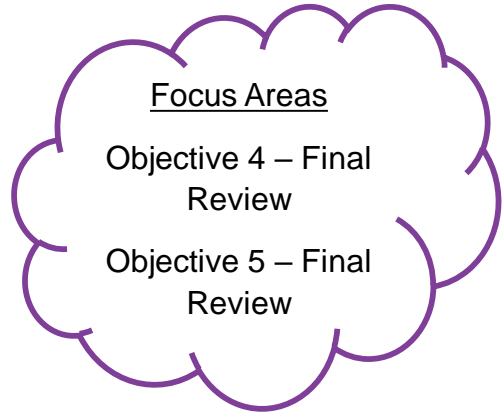
💬 0 📎 0 📝 0   Add +

Outcome set
"Final Review"

Outcomes:
Complete
On Track
Partially On Track
Not on Track

Focus Areas

Objective 1 – Final Review

Objective 2 – Final Review

Objective 3 – Final Review

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

![Observe SISRA Inform · Share · Reflect]

Outcome set
"Final Review"

Outcomes:
Complete
On Track
Partially On Track
Not on Track

Focus Areas

Objective 4 – Final Review

Objective 5 – Final Review

Objective 4 - Final Review   Outcome: **On Track**

At the end of the year with your manager, use this space to summarise your outcomes and how you have demonstrated your agreed behaviours, include any feedback / lessons learned.

On Track

Comments:

The role of education in young people's mental health.
Strategies to combat stress and anxiety were trialled within the department. These were really well received by students and staff. Student Voice survey shows a really positive reflection in comparison to the survey before these strategies were implemented.
Using inset day slot during September to introduce these strategies to all staff.

⌄ 💬0 📎0 📝0   Add +


Objective 5 - Final Review   Outcome: **Complete**

At the end of the year with your manager, use this space to summarise your outcomes and how you have demonstrated your agreed behaviours, include any feedback / lessons learned.

Complete

Comments:

What does useful feedback look like within school?
Feedback has been really beneficial from students this year and the positive influence of this can be seen within books and through the progress achieved. Some students have found that this personalised encouragement within feedback has given them confidence and helped them to engage with the subject.

⌄ 💬0 📎0 📝0   Add +
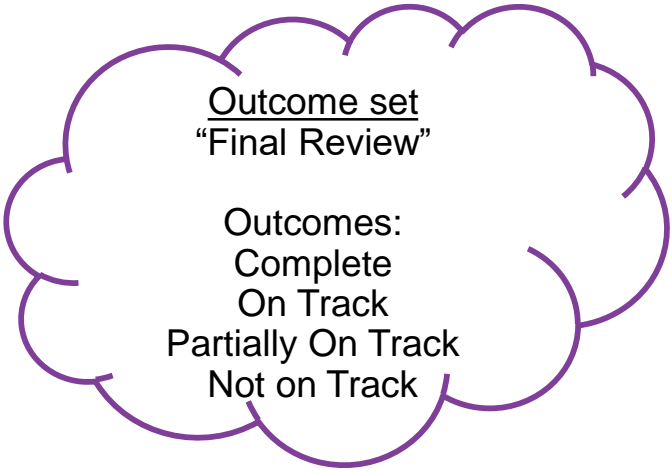
Staff would be able to view their records and add reflections, evidence or actions to complete during each review period.

This final section allows for staff to evaluate their overall success in regards to their research project. It also allows for new objectives to be formed for the following academic year.

Observe
SISRA Inform · Share · Reflect

1. Objective Agreed? ⑦

Focus Area Name	Agreed (%)	In Discussion (%)	N/A (%)	Record Count
Objective 1 - PDRP	60.0	40.0	0.0	5
Objective 1 - Whole School	50.0	50.0	0.0	2
Objective 2 - Individual	100.0	0.0	0.0	2
Objective 2 - PDRP	100.0	0.0	0.0	5
Objective 3 - Individual	50.0	0.0	50.0	2
Objective 3 - PDRP	40.0	60.0	0.0	5
Objective 4 - PDRP	0.0	60.0	40.0	5
Objective 5 - PDRP	20.0	20.0	60.0	5
Total	**15**	**10**	**6**	

0% ——————————————— 100%

At a glance analysis to be able to evaluate whether objectives have been agreed or if they need to have further discussions.
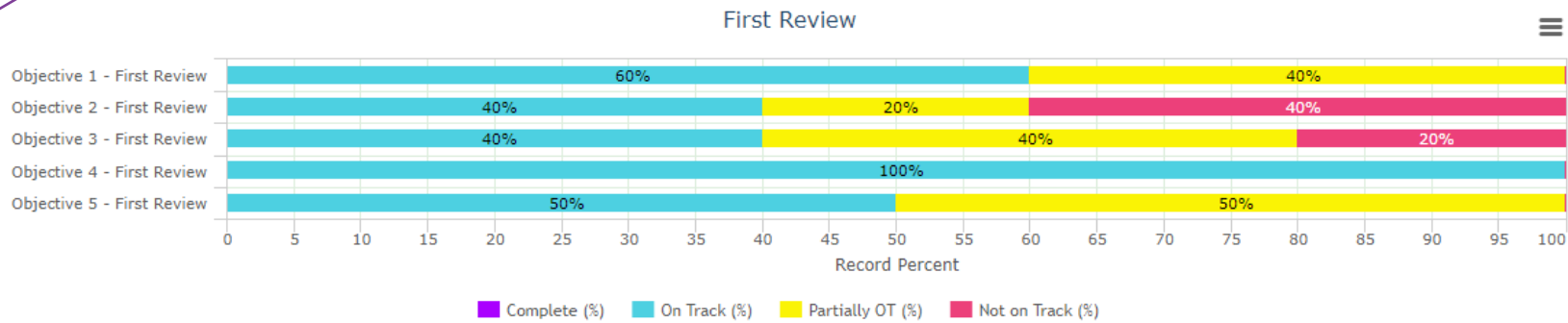
1. Objective Agreed?

Objective 1 - PDRP	60% / 40%
Objective 1 - Whole School	50% / 50%
Objective 2 - Individual	100%
Objective 2 - PDRP	100%
Objective 3 - Individual	50% / 50%
Objective 3 - PDRP	40% / 60%
Objective 4 - PDRP	60% / 40%
Objective 5 - PDRP	20% / 20% / 60%

Record Percent (0 to 100)

■ Agreed (%) ■ In Discussion (%) ■ N/A (%)

Outcome set
"Objective Agreed?"

Outcomes:
Agreed
In Discussion
N/A
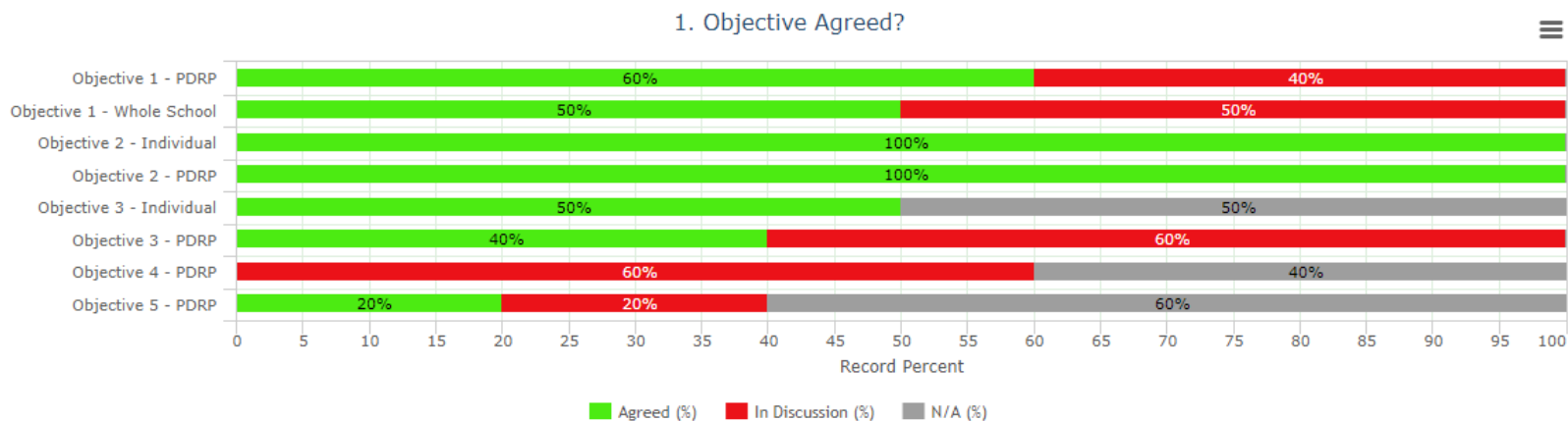
Focus Areas

Objective 1 – PDRP

Objective 2 – PDRP

Objective 3 – PDRP

Objective 4 – PDRP

Objective 5 - PDRP

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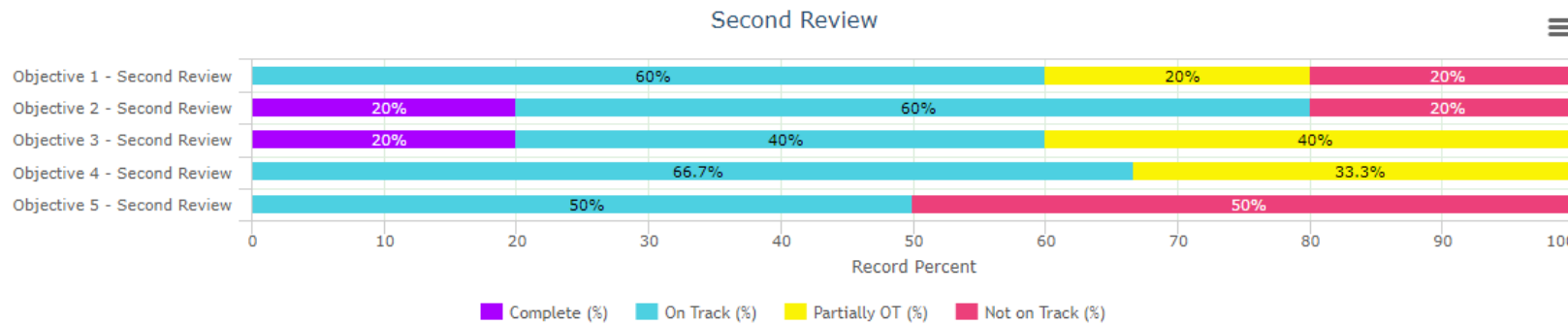
Outcome set
"First Review"

Outcomes:
Complete
On Track
Partially On Track
Not on Track

First Review ❓

Focus Area Name	Complete (%)	On Track (%)	Partially OT (%)	Not on Track (%)	Record Count
Objective 1 - First Review	0.0	60.0	40.0	0.0	5
Objective 2 - First Review	0.0	40.0	20.0	40.0	5
Objective 3 - First Review	0.0	40.0	40.0	20.0	5
Objective 4 - First Review	0.0	100.0	0.0	0.0	3
Objective 5 - First Review	0.0	50.0	50.0	0.0	2
Total	0	11	6	3	

0% ———— 100%

First Review

	Record Percent
Objective 1 - First Review	60% / 40%
Objective 2 - First Review	40% / 20% / 40%
Objective 3 - First Review	40% / 40% / 20%
Objective 4 - First Review	100%
Objective 5 - First Review	50% / 50%

Legend: ■ Complete (%) ■ On Track (%) ■ Partially OT (%) ■ Not on Track (%)

Focus Areas

Objective 1 – First Review

Objective 2 – First Review

Objective 3 – First Review

Objective 4 – First Review

Objective 5 – First Review

![Observe SISRA Inform · Share · Reflect]

Second Review ⓘ

Allows for leaders to be able to quickly view the progress being made and implement any support if needed.

Focus Area Name	Complete (%)	On Track (%)	Partially OT (%)	Not on Track (%)	Record Count
Objective 1 - Second Review	0.0	60.0	20.0	20.0	5
Objective 2 - Second Review	20.0	60.0	0.0	20.0	5
Objective 3 - Second Review	20.0	40.0	40.0	0.0	5
Objective 4 - Second Review	0.0	66.7	33.3	0.0	3
Objective 5 - Second Review	0.0	50.0	0.0	50.0	2
Total	**2**	**11**	**4**	**3**	

0%   100%

Second Review

Objective 1 - Second Review	60% / 20% / 20%
Objective 2 - Second Review	20% / 60% / 20%
Objective 3 - Second Review	20% / 40% / 40%
Objective 4 - Second Review	66.7% / 33.3%
Objective 5 - Second Review	50% / 50%

Record Percent

■ Complete (%) ■ On Track (%) ■ Partially OT (%) ■ Not on Track (%)
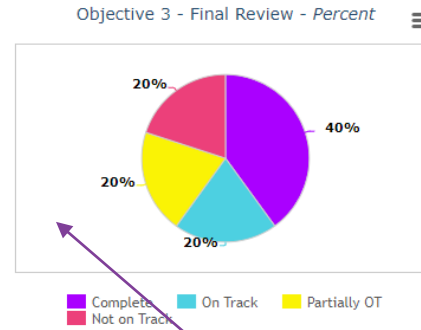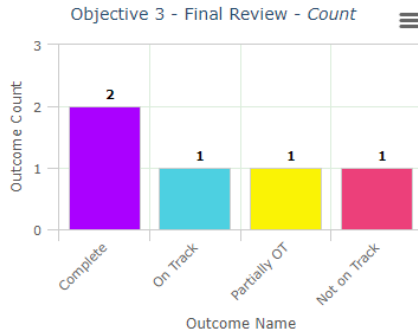

Outcome set "Second Review"

Outcomes:
Complete
On Track
Partially On Track
Not on Track

Focus Areas

Objective 1 – Second Review

Objective 2 – Second Review

Objective 3 – Second Review

Objective 4 – Second Review

Objective 5 – Second Review

![Observe logo - SISRA Inform · Share · Reflect]

Final Review DPRP ❓

Focus Area Name	Complete (%)	On Track (%)	Partially OT (%)	Not on Track (%)	Record Count
Objective 1 - Final Review	60.0	40.0	0.0	0.0	5
Objective 2 - Final Review	20.0	60.0	20.0	0.0	5
Objective 3 - Final Review	40.0	20.0	20.0	20.0	5
Objective 4 - Final Review	33.3	66.7	0.0	0.0	3
Objective 5 - Final Review	100.0	0.0	0.0	0.0	2
Total	9	8	2	1	
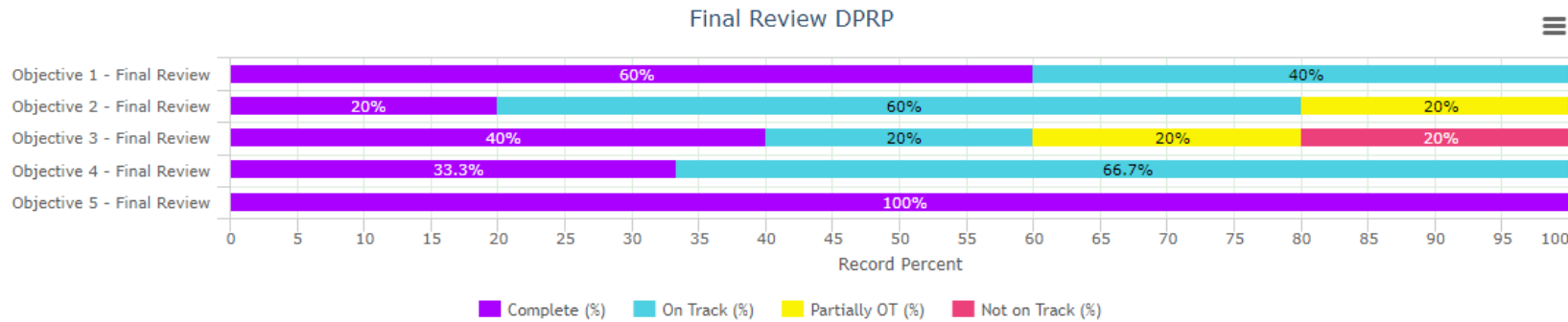
0% ——————————————————————— 100%

Final Review DPRP

Focus Area	
Objective 1 - Final Review	60% / 40%
Objective 2 - Final Review	20% / 60% / 20%
Objective 3 - Final Review	40% / 20% / 20% / 20%
Objective 4 - Final Review	33.3% / 66.7%
Objective 5 - Final Review	100%

Record Percent

■ Complete (%) ■ On Track (%) ■ Partially OT (%) ■ Not on Track (%)

Outcome set
"Final Review"

Outcomes:
Complete
On Track
Partially On Track
Not on Track

Focus Areas

Objective 1 – Final Review

Objective 2 – Final Review

Objective 3 – Final Review

Objective 4 – Final Review

Objective 5 – Final Review

Objective 3 - Final Review ❓

Focus Areas

Objective 3 – Final Review

Summary Information

Outcome Name ❓	Count	%
● Complete	2	40.0
● On Track	1	20.0
● Partially OT	1	20.0
● Not on Track	1	20.0

Objective 3 - Final Review - *Count*

Objective 3 - Final Review - *Percent*

Complete   On Track   Partially OT
Not on Track

Detailed Information

| Category | Faculty | Subject | Staff |

Staff	Complete (%)	On Track (%)	Partially OT (%)	Not on Track (%)	Total
Chan; Kevin (KCH)	0	0	100.0	0	1
Fletcher; Austin (AF)	0	100.0	0	0	1
Killen; Cassie (CK)	100.0	0	0	0	1
Plews; Kath (KP)	100.0	0	0	0	1
Waters; April (AWA)	0	0	0	100.0	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.