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

Appraisal Lead Practitioner

A simple form for appraisals which can be added to throughout the academic year.

Created by St John Plessington Catholic College.

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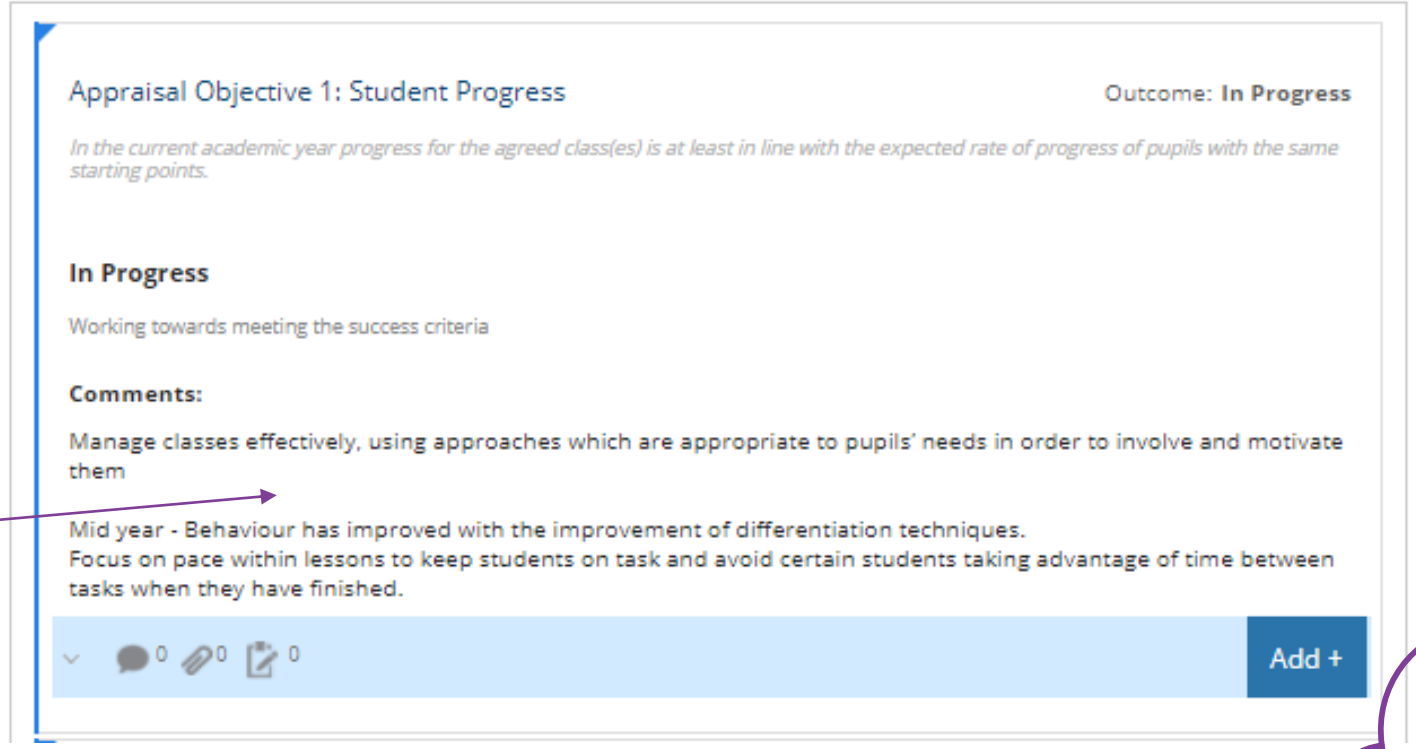
Focus Areas

Appraisal Objective 1: Student Progress

As our system allows for records to be modified, this record has three focus areas which can be added to throughout the year during performance management meetings. It means all of the information is stored within the one record and makes it easy for staff to reflect on the previous comments made.



Outcome set
"Appraisal Outcome"

Outcomes:

Not Started
In Progress
Achieved

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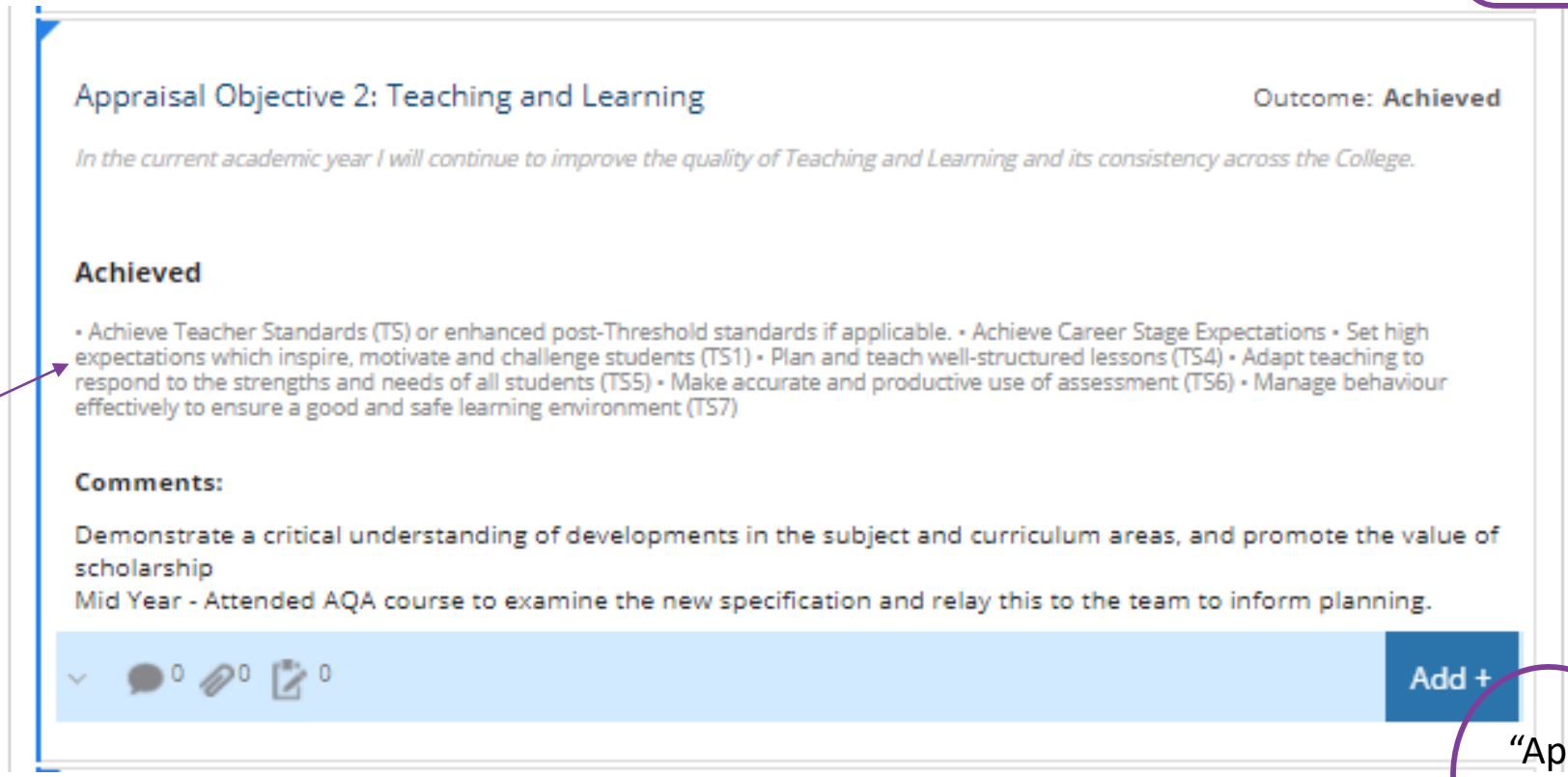
Focus Areas

Appraisal Objective 2: Teaching and Learning



Criteria has been added to each focus area to create prompts for Appraisers. They are able to see the success criteria for each objective and make informed decisions based on this.

Outcome set
"Appraisal Outcome"

Outcomes:

Not Started
In Progress
Achieved

Observe
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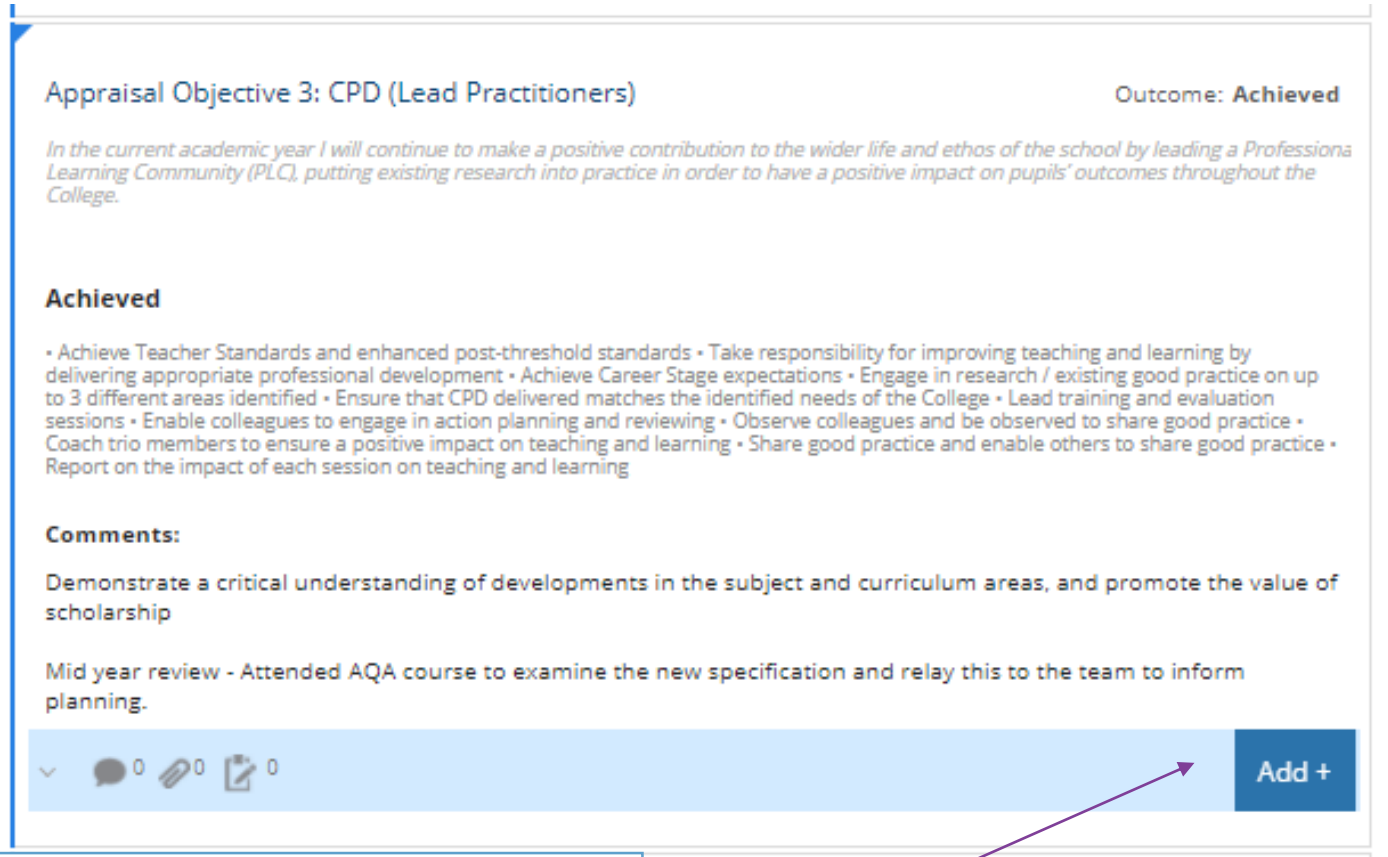
Focus Areas

Appraisal Objective 3: CPD (Lead Practitioners)



Focus areas allow for resources, reflections and actions to be added to records in "View" mode. This means that staff being appraised can add reflections at a later date and upload evidence such as CPD notes/certificates and other important evidence. The Appraiser can also add an action to set a reminder for their next performance management meeting.

Outcome set
"Appraisal Outcome"

Outcomes:

Not Started
In Progress
Achieved

Observe

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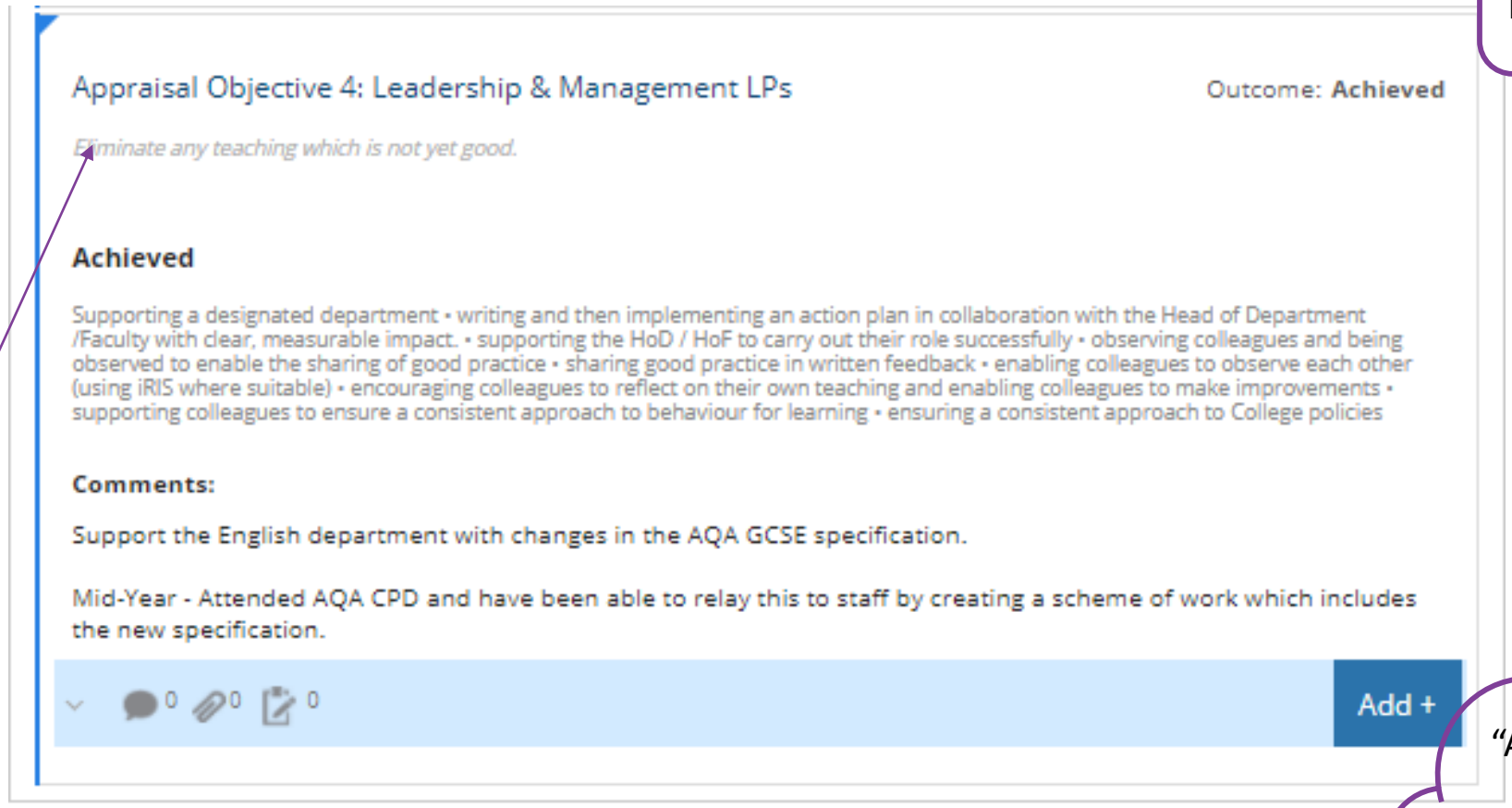
Focus Areas

Appraisal Objective 4: Leadership & Management LPs



Additional focus areas have been added to this template to allow for the extra responsibilities held by Lead Practitioners to be regularly reviewed.

Outcome set
"Appraisal Outcome"

Outcomes:

Not Started
In Progress
Achieved

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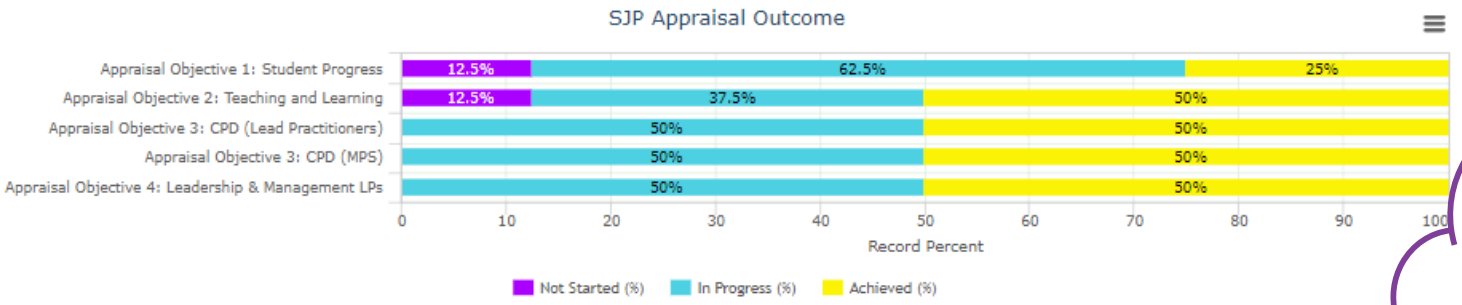
SJP Appraisal Outcome

Focus Area Name	Not Started (%)	In Progress (%)	Achieved (%)	Record Count
Appraisal Objective 1: Student Progress	12.5	62.5	25.0	8
Appraisal Objective 2: Teaching and Learning	12.5	37.5	50.0	8
Appraisal Objective 3: CPD (Lead Practitioners)	0.0	50.0	50.0	4
Appraisal Objective 3: CPD (MPS)	0.0	50.0	50.0	4
Appraisal Objective 4: Leadership & Management LPs	0.0	50.0	50.0	4
Total	2	14	12	
	0%		100%	



This outcome allows for easy at-a-glance analysis for busy senior leaders to keep an eye on the achievement of objectives. This allows leaders to easily identify who may need further support.

Focus Areas

Appraisal Objective 1: Student Progress

Appraisal Objective 2: Teaching and Learning

Appraisal Objective 3: CPD (MPS)

Appraisal Objective 3: CPD (Lead Practitioners)

Appraisal Objective 4: Leadership and Management LPs

Outcome set
"Appraisal Outcome"

Outcomes:

Not Started
In Progress
Achieved

Observe
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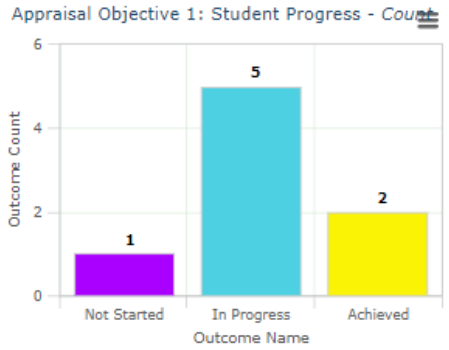
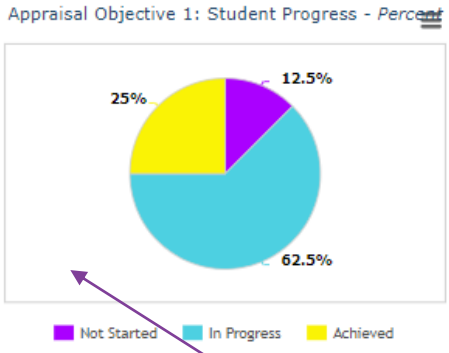
Focus Areas

Appraisal Objective 1: Student Progress

Outcome Name	Count	%
Not Started	1	12.5
In Progress	5	62.5
Achieved	2	25.0





Outcome set
"Appraisal Outcome"

Outcomes:

Not Started
In Progress
Achieved

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.

Detailed Information

Category | Faculty | Subject | Staff

Staff	Not Started (%)	In Progress (%)	Achieved (%)	Total
Atherton; James (JA)	100.0	0	0	1
Dans; Laura (LD)	0	100.0	0	1
Dobson; Andrea (AD)	0	100.0	0	1
Harling; Jason (JHA)	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 towards their appraisal objectives

This record was created in our demonstration school and all data is made up. No members of SJP staff were harmed in the making of this template guide.