

[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.



Focus Areas  
Appraisal Objective 1: Student Progress

Appraisal Objective 1: Student Progress Outcome: **In Progress**

*In the current academic year progress for the agreed class(es) is at least in line with the expected rate of progress of pupils with the same starting points.*

**In Progress**

Working towards meeting the success criteria

**Comments:**

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

Mid year - 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 +

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

Focus Areas  
Appraisal Objective 2: Teaching and Learning

### Appraisal Objective 2: Teaching and Learning

Outcome: **Achieved**

*In the current academic year I will continue to improve the quality of Teaching and Learning and its consistency across the College.*




#### Achieved

• Achieve Teacher Standards (TS) or enhanced post-Threshold standards if applicable. • Achieve Career Stage Expectations • Set high expectations which inspire, motivate and challenge students (TS1) • Plan and teach well-structured lessons (TS4) • Adapt teaching to respond to the strengths and needs of all students (TS5) • Make accurate and productive use of assessment (TS6) • Manage behaviour effectively to ensure a good and safe learning environment (TS7)

#### Comments:

Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship

Mid Year - Attended AQA course to examine the new specification and relay this to the team to inform planning.

✓  0  0  0

Add +

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

**Appraisal Objective 3: CPD (Lead Practitioners)** Outcome: **Achieved**

*In the current academic year I will continue to make a positive contribution to the wider life and ethos of the school by leading a Professional Learning Community (PLC), putting existing research into practice in order to have a positive impact on pupils' outcomes throughout the College.*

**Achieved**

- Achieve Teacher Standards and enhanced post-threshold standards
- Take responsibility for improving teaching and learning by delivering appropriate professional development
- Achieve Career Stage expectations
- Engage in research / existing good practice on up to 3 different areas identified
- Ensure that CPD delivered matches the identified needs of the College
- Lead training and evaluation sessions
- Enable colleagues to engage in action planning and reviewing
- Observe colleagues and be observed to share good practice
- Coach trio members to ensure a positive impact on teaching and learning
- Share good practice and enable others to share good practice
- Report on the impact of each session on teaching and learning

**Comments:**

Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship

Mid year review - Attended AQA course to examine the new specification and relay this to the team to inform planning.

⌵ 0 0 0 Add +

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

**Appraisal Objective 4: Leadership & Management LPs** Outcome: **Achieved**

*Eliminate any teaching which is not yet good.*

**Achieved**

Supporting a designated department • writing and then implementing an action plan in collaboration with the Head of Department /Faculty with clear, measurable impact • supporting the HoD / HoF to carry out their role successfully • observing colleagues and being observed to enable the sharing of good practice • sharing good practice in written feedback • enabling colleagues to observe each other (using iRIS where suitable) • encouraging colleagues to reflect on their own teaching and enabling colleagues to make improvements • supporting colleagues to ensure a consistent approach to behaviour for learning • ensuring a consistent approach to College policies

**Comments:**

Support the English department with changes in the AQA GCSE specification.

Mid-Year - Attended AQA CPD and have been able to relay this to staff by creating a scheme of work which includes the new specification.

⌵ 0 0 0 Add +

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:

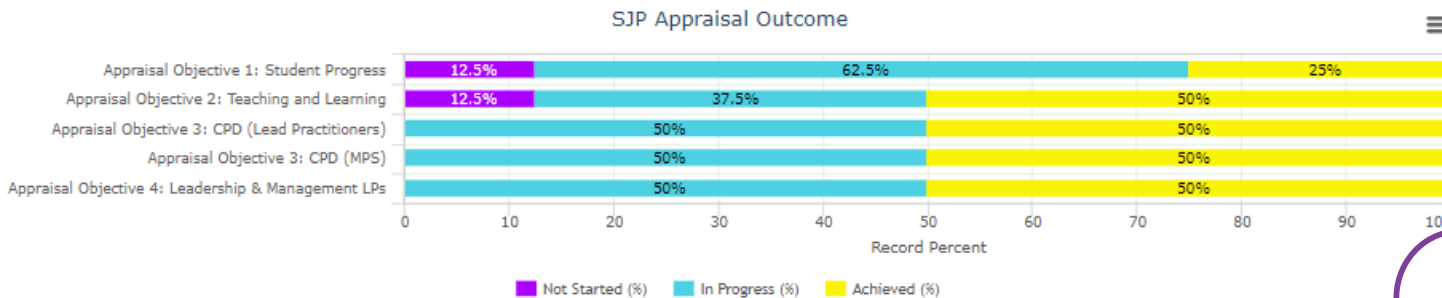
Not Started  
In Progress  
Achieved



What would this  
look like in  
reports?

SJP Appraisal Outcome ?

Focus Area Name	Not Started (%)	In Progress (%)	Achieved (%)	Record Count
<a href="#">Appraisal Objective 1: Student Progress</a>	12.5	62.5	25.0	8
<a href="#">Appraisal Objective 2: Teaching and Learning</a>	12.5	37.5	50.0	8
<a href="#">Appraisal Objective 3: CPD (Lead Practitioners)</a>	0.0	50.0	50.0	4
<a href="#">Appraisal Objective 3: CPD (MPS)</a>	0.0	50.0	50.0	4
<a href="#">Appraisal Objective 4: Leadership &amp; Management LPs</a>	0.0	50.0	50.0	4
<b>Total</b>	<b>2</b>	<b>14</b>	<b>12</b>	



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

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.

Outcome set  
"Appraisal Outcome"

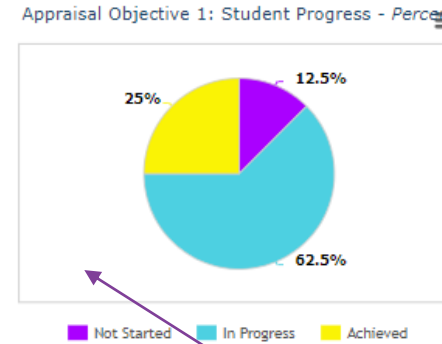
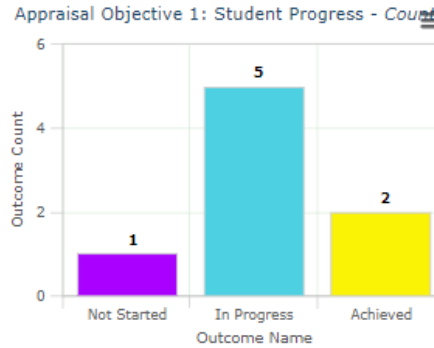
Outcomes:

Not Started  
In Progress  
Achieved

**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

Detailed Information

Category	Faculty	Subject	Staff																									
			<table border="1"> <thead> <tr> <th>Staff</th> <th>Not Started (%)</th> <th>In Progress (%)</th> <th>Achieved (%)</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Atherton; James (JA)</td> <td>100.0</td> <td>0</td> <td>0</td> <td>1</td> </tr> <tr> <td>Dans; Laura (LD)</td> <td>0</td> <td>100.0</td> <td>0</td> <td>1</td> </tr> <tr> <td>Dobson; Andrea (AD)</td> <td>0</td> <td>100.0</td> <td>0</td> <td>1</td> </tr> <tr> <td>Harling; Jason (JHA)</td> <td>0</td> <td>0</td> <td>100.0</td> <td>1</td> </tr> </tbody> </table>	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
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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

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 made up. No members of SJP staff were harmed in the making of this template guide.