

Appendix 1 – Appraisal Form

Employee Name:	
Date:	

An open two-way discussion to:

Recognise contribution and provide an assessment off overall performance. Including performance against any agreed targets.

Objective	Success Criteria	Evidence Including Lesson Observations	Evaluation
1.			
2.			
3.			

Training & Development Needs:

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Assessment of overall performance:

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What have your successes been over the past year in relation to the following (as appropriate to role/impact and current objectives)	Notes/Evidence	Impact
Pupils:		
Curriculum development/Contribution to School/support for others:		
Support for wider aspects of school life (i.e school trips, clubs etc):		

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Training & Development:		
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Employees comments:

Appraisers comments:

Employees signature:	Appraisers signature:
Date:	Date: