

MODEL Performance Improvement Action Plan

Teacher:

School / Academy:

Appraiser:

Appraisal

Date concerns raised:

Date of interim review meeting(s) (if applicable):

Date of review meeting:

Date satisfactory progress achieved (if applicable):

Capability (If applicable)

Manager supporting employee through capability:

Date of formal capability meeting:

Date of capability review meeting:

Date satisfactory progress achieved (if applicable):

PLEASE NOTE: The action plan detailed below is hypothetical and has been developed as an example only. You should develop an action plan that is specific to the identified areas for improvement for each teacher. The targets should be in line with the teacher standards that apply and their individual job description.

1. Classroom Practice:

Target	Action	Timescale	Support from school	Success criteria	Monitoring / Evaluation /Review	Outcome
e.g. Manage behaviour effectively to ensure a good and safe learning environment (Teacher Standards, 7)	<i>Have clear rules and routines for behaviour in classroom in line with school's behaviour policy</i>	<i>Immediate</i>	<i>School behaviour policy re-issued and content discussed on xx Peer lesson observation arranged to demonstrate good practice, held xx INSET training on behaviour management held on xx To attend external training on behaviour management techniques on xx</i>	<i>What does successful achievement of this target look like?</i>	<i>By Who? When? How will it be evaluated?</i>	<i>Has performance target been met or not? If partially met what %? Comments where partially met</i>
	<i>Manage classes effectively, using approaches and interventions which are appropriate to pupils needs in order to involve and motivate them</i>	<i>To demonstrate by xx</i>				
	<i>Establish a framework for discipline with a range of strategies using praise, sanctions, and rewards consistently and fairly</i>	<i>Immediate</i>				

2. Classroom Practice:

Target	Action	Timescale	Support from school	Success criteria	Monitoring / Evaluation /Review	Outcome
Plan and teach well structured lessons (Teacher Standards, 4)	Develop lesson plans using the schools template, that are clear and well structured, including lesson aims, objectives, warm up, differentiation, timings, plenary, etc	By xx	School lesson plan template re-issued and requirements discussed on xx Exemplar lesson plans shared on xx 1-1 support arranged to provide constructive feedback on lesson planning held xx INSET training on using schools' lesson planning template held on xx	What does successful achievement of this target look like?	By Who? When? How?	Has performance target been met or not? If partially met what %? Comments where partially met
	Submit proposed lesson plans for the following week to XX	Submitted by 2pm, Thursday weekly	Feedback on proposed lesson plans given by 3pm Friday		Weekly by XX	
	Teach well structured lessons	3 weeks		Lessons are delivered in line with structured lesson plan	Lesson observation	

3. SENCO / Leadership responsibilities:

Target	Action	Timescale	Support from school	Success criteria	Monitoring / Evaluation /Review	Outcome
<i>Effective communication skills (SENCO standards, 4c)</i>	<i>Communicate effectively, orally and in writing, to the Headteacher, colleagues, parents, Governors and external agencies</i>		<i>Training on report writing to be held on xx Training on 'effective communication' attended on xx Exemplar SENCO reports shared Effective communication to parents observed on xx SENCO mentor at xx school identified, 2 meetings facilitated on xx and xx</i>	<i>What does successful achievement of this target look like?</i>	<i>By Who? When? How?</i>	<i>Has performance target been met or not? If partially met what %? Comments where partially met</i>