



Appraisal Policy for Support Staff

For all schools within the Bosco Catholic Education Trust

**This Policy has been approved and adopted by the
Bosco Catholic Education Trust.**

Approved		For Review	
December 2023		December 2026	

the Academy and so include where relevant to the employee's role the academic, spiritual, moral, social, emotional and cultural development of each pupil.

85 The objectives set for employees will be Challenging, Specific, Measurable, Achievable, Realistic and Time bound and will be appropriate to the employee's role and level of experience.

86 The Appraiser may take into account the effects of an individual's circumstances, including any disability, when agreeing objectives.

87 Following discussion between the Appraiser and the employee, set objectives may be revised by the Appraiser in accordance with the needs of the Academy and the

as agreed at the meeting in order that the aim of recovering and improving performance can be achieved

97

entries in the Appraisal Report, the disputed entries shall be referred back to the Appraiser for reconsideration

127 Where an appeal is against entries in the Appraisal Report and the outcome of a meeting under Paragraph 91, the appeals will be heard together:

13 Companion

131 Where a meeting is held under Paragraphs 9 or 10 above, you may be accompanied by a Companion

17 Appendix- Template Appraisal Form

Open Catholic Education Trust

Performance and Development Appraisal Form

NAME	POSITION
NAME	POSITION
NAME	POSITION

2. (Insert professional target relating to role and bullet point key aims/actions/outcomes)

- 1. Will support the professional development of staff
- 2. Will ensure that the professional development of staff is effective
- 3. Will ensure that the professional development of staff is relevant to the needs of the school
- 4. Will ensure that the professional development of staff is cost-effective
- 5. Will ensure that the professional development of staff is evaluated

2. Any area that could be improved relating to the role

3. Any other comments

Appraisal Report

Appraisal Report



Activity	Start	End	Support	Review
1.1.1. Timescale for completion?				
1.1.2. Support required?				
1.1.3. Mid-year review (Spring term)				

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1.1.1. Timescale for completion?				
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1.1.1. Timescale for completion?				
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1.1.3. Mid-year review (Spring term)				

2. Professional Obligations

Activity	Start	End	Support	Review
2.1.1. Timescale for completion?				
2.1.2. Support required?				
2.1.3. Mid-year review 1 (Spring term)				

Activity	Start	End	Support	Review
2.1.1. Timescale for completion?				
2.1.2. Support required?				
2.1.3. Mid-year review 1 (Spring term)				

Activity	Start	End	Support	Review
2.1.1. Timescale for completion?				
2.1.2. Support required?				
2.1.3. Mid-year review 1 (Spring term)				

2. Personal Obligations

Activity	Start	End	Support	Review
2.2.1. Timescale for completion?				
2.2.2. Support required?				
2.2.3. Mid-year review 1 (Spring term)				



Professional Development Plan

Name: _____

Appraiser: _____

Date: _____

Signature: _____

Name		
Appraiser		
Date		

