



PRIMARY SCHOOL PERFORMANCE MANAGEMENT

INDIVIDUAL PLAN FOR SUPPORT STAFF

Postholder:

Line Manager:

Year:

Performance Management – Individual Plan – Support Staff

Date: Team Leader:

Member of staff:

Areas for celebration:

Areas for development:

Objective 1-

Success Criteria:

Monitoring arrangements and evidence:

Training/Resources Required: time, support from teachers

Mid year review date:

Objective 2 –
Success Criteria: - Action Steps
Training/Resources Required:
Midyear review

CPD Needs
Benefits to the School
Future Career Goals within/without the school

Review Job Description

Current pay scale:

Time on pay scale:

Appropriateness compared to job description:

Plan agreed by:

Signed: (Postholder) **Date:**

Signed: (Line Manager) **Date:**

Mid-Year Review *Discuss progress against targets/accountabilities/behaviours – provides opportunity to get performance back on track if needed or to revise objectives where priorities have changed*

Objective 1

Objective 2

Signed _____ (reviewee) Date _____

Signed _____ (reviewer) Date _____