



## 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:**

|                                     |
|-------------------------------------|
| <b>Objective 2 –</b>                |
| <b>Success Criteria:</b><br>-       |
| <b>Action Steps</b>                 |
| <b>Training/Resources Required:</b> |
| <b>Midyear review</b>               |

|  |
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| <b>CPD Needs</b>                                     |
| <b>Benefits to the School</b>                        |
| <b>Future Career Goals within/without the school</b> |

### **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** \_\_\_\_\_