



Eastbrook School

Appraisal

Annual Cycle

Stage 1

Review of progress and Objectives Setting (Autumn Term)

Team Leader and member of staff make sure all relevant paperwork is available for review meeting
(previous lesson observation feedback sheets, work sampling feedback sheets teacher's group results with appropriate analysis (eg KS3 levels compared with prior attainment data. GCSE/ GCE/ BTEC results compared with expected levels of progress)

Review meeting arranged and held
Objectives agreed and set for coming year

Individual Plan completed and uploaded to Bluesky. Objectives will then be validated by the SLT member responsible for the appraisal

Training planned and organised in liaison with CPD coordinator as appropriate

Stage 2 (throughout year)

Progress review meeting held and interim evaluation conducted leading to revised objectives or reviewed planning if necessary
Lesson Observation, work sampling, training, coaching, development activities ongoing all discussed.
Evidence towards objectives should be uploaded to Bluesky regularly

Review meeting arranged and held
Appraisal Report written within ten days

Stage 3 (end summer term)

Progress review meeting held and interim evaluation conducted leading to revised objectives or reviewed planning if necessary

Lesson Observation, work sampling, training, coaching, development activities ongoing all discussed.

Review meeting arranged and held

Appraisal Report – overview statement completed on Bluesky by SLT appraiser



Reviewed October 2017