

Appraisal and Target Setting

Appraisal is a way of regularly and systematically recording an assessment of a staff member's performance, potential and development needs. The true aim of an appraisal system is not to blame, reward or praise but to develop. If an appraisal is conducted properly it will help the staff member to form an objective view of their past performance, as well as encourage better performance for the future.

According to the Early Years Foundation Stage Statutory Framework, regular staff appraisals should be carried out to identify the training needs of staff.

All team members will receive a formal annual appraisal meeting of their performance and development needs. This meeting will be held on a one to one basis with the preschool manager in term 6, during the team member's working hours and is compulsory. Each team member will be given two weeks' notice of the meeting and be asked to complete an appraisal form in preparation for the meeting.

During the appraisal meeting the following will be discussed:

- Review previous objectives (looking at previous appraisal document) and whether these have been met
- Review of supervision notes throughout the year
- Praise achievements in the last 12 months
- Look at current role and responsibilities and whether this needs to be reviewed
- Give constructive feedback on areas of difficulty and look at ways of overcoming them
- Look at the required professional skills and knowledge and identify any development needs
- Agree new objectives for the next 12 months
- Plan and agree actions

The discussions and actions of the appraisal meetings will be recorded on an appraisal form within two weeks of the meeting taking place. The form will be filed in the team member's file, treated as confidential and reviewed at the subsequent appraisal meeting. A signed copy of the appraisal form will also be given to the team member.

This Supervision and Appraisal policy and process will be reviewed once a year.