

**Appraisal Process**

* Autumn term formal appraisal
* Preparation form staff member completed beforehand
* Preparation form manager completed beforehand
* Record of appraisal (completed during appraisal)
* Includes new targets and reflections
* Setting and personal reflections
* Review training and development form (PDP log)
* Review and action plan moderated by supervisor
* Informal appraisal Spring and Summer term and as needed
* PDPL reviewed
* Review targets previously set
* Extra reflective tasks eg Sustained Shared Thinking
* CPD log updated
* Ongoing
* Supervision observations and reflections
* Peer to peer observations and reflections
* Buddy/buddy sharing professionalism
* Staff meeting cascades
* Catch up chats as needed
* Specific audits
* Safeguarding audit
* 2 year old provision
* CPD audit
* ENCO audit
* SENCO audit
* Supervisor self-evaluation (SWOT)
* Setting reflection (after formal appraisal)
* Environment audit
* QIP
* Business SWOTs (marketing, fees, occupancy, staffing)

Links to: Training Policy

Updated and implemented Autumn Term 2023 – reviewed regularly and the procedure monitored and evaluated