

**Staff Appraisal and Development Scheme
Training Needs Form**

Name _____ Job Title _____

Department _____

Type of Training Required/Identified

How this training need may be met

Headteacher has received a copy – dated

Confidential

**Staff Appraisal and Development Scheme
Interview Summary/Action Plan**

This form is designed to provide a means of recording what took place at a Staff Development Interview and what Action Points have been identified for the coming year. It should be completed in handwriting. A copy is to be retained by the Headteacher. No copies should be made.

Interview Details

Name _____ **Job Title** _____

Interview by _____ **Date** _____

Discussion Points

Areas to be covered include :

Job Description, Achievements, Areas of Difficulty, Career Development

Performance management pro forma to be added here.

These sheets are intended to help you and your interviewer have a constructive discussion. It's full completion will be at your discretion. You may wish to use it as a personal 'prompt' sheet and then give it to your interviewer a few days before your interview to help him/her prepare. These will not go on record, but will be handed back to you.

Preparation For Interview Training and Development Needs

Record your thoughts prior to interview to help you to think about the questions it raises. If you think it would be helpful pass a copy to your interviewer prior to the interview.

Job Description

***1. What do you consider to be the main duties and responsibilities of your job?
(please refer to your job description)***

2. Which areas of the job have you done well, and why?

3. Which areas have you found difficult, and why?

Obstacles

4. Has any particular problem affected your work this year? Are they likely to recur? If so, how could it be solved.

Career

5. Is there any area of work you are interested in, would be happier or more effective either in your present situation or elsewhere?

6. How would you like to see your career develop in the coming year? Are you studying for an examination or qualification at present?

Improvement

7. Is there any part of your job for which training of any kind might help?

8. Anything else you would like to discuss?

Introduction

Medina House is committed to providing training and development programmes for all staff to build up the expertise of the whole school team. The following scheme is intended to establish an annual review of performance and training and development needs for all Teaching Assistants at Medina House School.

Training and development ensures that employees have the skills and knowledge they need to achieve the school's objectives as found in the School Improvement Plan. It allows them to make a full contribution to achieving Medina House's key objectives. It has been judged effective by Investors in People standards.

The Aim of the Scheme Are :

- To discuss your job and identify strengths and weaknesses in particular areas
- To provide the opportunity to discuss in more general terms, work arrangements, reporting relationships and improvements
- To discuss general progress and career aspirations and agree possible supportive action and training
- To make a full contribution to Medina House objectives for our pupil's education as we are "striving for excellence".

The Aims of the Interview Are :

- To discuss how you are doing in your present job
 - any problems and/or suggestions
 - any solution you can suggest, including training needs
- To discuss your career aspirations
- To discuss any matters you wish to raise
- To record any actions agreed so they can be followed up

Outline

The scheme is centred around an annual interview with your direct line manager. This provides an opportunity for TA and Teacher to discuss roles and how best they can be carried out. It is also a chance to exchange ideas, clarify any queries aimed at improving systems and relationships. Above all, it is to bring together a wider range of thoughts and comments than is possible on a normal day-to-day basis.

The scheme is founded on two basic principles which must be stated.

The system is open, there are no hidden documents or aims other than a straightforward discussion about the job being done and any personal thoughts or aspirations.

It is assumed that the participants in the discussion will also be open and be prepared to face issues together in a positive way.

Appointment of Interviewers

Interviewers should normally be the direct Line Manager of the person being interviewed. In some cases phase managers and the Headteacher will also be involved. The interviewer should be acceptable to the person being interviewed.

The Interview Format

These will be arranged at mutually agreed times and may be part of the school's directed time allocation (Wednesday class team/training meetings).

Using the job description as a guide in conjunction with the TA framework.

- List the main duties against which the interviewee has done particularly well
- List any duties which are causing concern

(This should mean that areas for congratulation and those requiring further support are highlighted)

The interviewer should complete the Interview Summary/Action Plan to record the agreed actions. These should relate directly to the most important elements of the job. A joint approach to turning agreements into actions will help overcome many difficulties. The post-holder should be encouraged to set specific and concrete objectives.

Specific

Measurable

Achievable

Resourced

Timed

Development

The interview should lead to performance management targets which will include training and development. The means of bringing about job improvements should be discussed and the post-holder helped to recognise the specific assistance needed.

Available courses of action could include :

- on the job coaching
- planned reading in areas related to the job
- assignment to other jobs which will be stimulating and improve skills, knowledge and experience
- special assignments

- attendance at selected training courses to meet specific needs

Any such development action should be noted in the Interview Summary (Action Plan). Where training needs are identified the Training Needs form should be completed and forwarded to the school's CPD Co-ordinator and a copy placed in own Training and Development file.

Documentation and Confidentiality

A summary of the main points raised and actions agreed at the interview should be made using the Summary/Action Plan form and the PM individual plan. For reasons of maintaining confidentiality, this should be hand written by the interviewer. When the form has been completed, read and signed, the original will be kept by the post-holder and a copy kept by the Headteacher in a secure file.

Resolving Difficulties

On matters that have not been resolved the post-holder will have the right of appeal to the Headteacher who will discuss the matter with both parties..

Preparation

Post Holder/Interviewee

- look at your current job description
- decide if there are points that need clarification
- think about your performance in your job
- complete preparation sheets i.e. record your thoughts to the questions on the sheets
- read a copy of the School Improvement Plan
- complete some self evaluation using the TA Framework

Interviewer

- check support staff have preparation sheets and know where to locate a School Improvement Plan.

- Time will be allocated on meeting schedule (Wednesday – class team/training meetings) arrange times – maximum of 2 support staff interviews
- Think about the post, the person and how they will perform and what help, if any, they will need
- Your interviewees may have completed the preparation sheets to help crystallise their thoughts and given a copy to you. If so, you should read this before the interview as it will help you with your own preparation.

**Staff Appraisal and
Development Scheme**

For

Teaching Assistants

At

Medina House School