

## Pre-School at St Saviours Policy on Staff Appraisal

Staff appraisal will take place in the Autumn Term each year and will consist of a one to one meeting between the member of staff and the Pre-School manager.

Prior to the meeting each member of staff will be informed of the date of the meeting. They will be given a form inviting them to consider the following pointers, which can be discussed in the meeting:

- Immediate improvements, which could be made in relation to this individual's job.
- Immediate improvements, which could be made to the Pre-School.
- Longer term improvements, which could be made either to the Pre-School or the individual's job.
- How the individual would like to see the job develop in the coming year.
- New areas of work or responsibility that the individual would like to take on.
- Any difficulties, which the individual is experiencing in the work.
- Any safeguarding issues.
- Learning Journeys are checked and discussed.

The Pre-School manager will bring forward any issues that are felt relevant to the work of this particular member of staff and will make notes on the discussion, which arises. A copy of the notes will be given to the member of staff shortly after the meeting.

If as a result of the meeting, if specific action is considered relevant, a date for this action to be completed will be set, and the member of staff will be informed of this. Where necessary a date for a further meeting will also be set.

Copies of staff appraisal notes will be kept locked in the appropriate personnel file.

Signed on behalf of the Partnership

November 2021

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Jeanette Samuel - Partner