**Annual Appraisal** 2022-23

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| Appraisee Name: |  |
| Role: |  |
| Partner School: |  |
| Line Manager: |  |
| Date of meeting: |  |

**Section 1**

To be filled in by Appraisee in advance of meeting

Briefly list or refer to evidence & feedback on how you have met your targets from the past year. To review your previous targets on CASCADE, select 'My Record' and select 'Annual Appraisal' from the drop-down list – line managers can also view these in advance. Alternatively refer to the previous Guidelines for Target Setting document. Where no targets were set i.e.: staff member joined mid-year, please review Section 2 & 3 only.

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| **Target 1**  |
| **Target 2**  |
| **Target 3**  |

**Section 2**

To be filled in by Appraisee in advance of meeting

Please fill in the following questions with brief bullet pointed answers and submit to your line manager in advance of your meeting.

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| **What areas have you performed particularly well during the last 12 months?** |  |
| **Please comment on your relationship with your colleagues and line manager these past 12 months?** |  |
| **In relation to the above, are there any improvements that can be made?** |  |
| **Please identify any other successes or challenges in your role that you would like to discuss?** |  |
| **Please list any training or development needs you have here:**  |  |
| **Any additional questions or comments?** |  |

**Section 3**

**Section 3 – Line Manager Section**

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| To be filled in by Appraiser during/after Meeting:* Please go through the appraisal notes with the Appraisee and make any notes or comments. Both parties should sign off on the final document before it is submitted.
* Please fill in Appendix A – Target setting for staff using Appendix B as a guide
* All signed forms (both the Appraisal and Target section) must be submitted by email to Ceri Clarke by October 21st.
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| **Manager Comments:** |

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| **Overall Performance Rating (reflect overall responsibilities, competencies, and expectations)**Please highlight relevant number below* 1 – Needs Improvement
* 2 - Meets Expectations
* 3 – Exceeds Expectations
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| **Appraisee Sign off:** |  |
| **Line Manager Sign off:** |  |

**SECTION 4: TARGET SETTING FOR GRACE FOUNDATION STAFF**

**Annual Targets for 2022-23 |** Name of Staff: Role:

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| ***No*** | ***Objectives (Specific, Measurable, Achievable, Realistic, Timed)*** | ***Outputs – How will you know if it is being achieved?******(Measures / Behaviours that will be in evidence)*** | ***By When*** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

|  |  |
| --- | --- |
| **Date of meeting:** |  |
| **Appraisee Sign off:** |  |
| **Line Manager Sign off:** |  |

**APPENDIX A: GUIDELINES TO SUPPORT TARGET SETTING FOR ETHOS STAFF**

**Ethos Leaders |** Guide for Target Setting – please amend where appropriate

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| ***No*** | ***Objectives (Specific, Measurable, Achievable, Realistic, Timed)*** | ***Outputs – How will you know if it is being achieved?******(Measures / Behaviours that will be in evidence)*** | ***By When*** |
| 1 | Maximise the number of effective student/ family engagements that develop character and values, build healthy relationships, and promote a positive understanding of Christian perspectives. *(In order to achieve Target 2)* | Evidence of outstanding delivery across Ethos Themes of *Developing Character & Values, Building Healthy Relationships & Understanding Christian Perspectives* including:* Evidence of impact of student engagements across Ethos Themes through Ethos Programme (events, education, experiences)
* Evidence of impact of Enrichment activity places taken across the academic year
* Evidence of impact of Outcomes based intervention places taken across the academic year
* Evidence of impact of places taken by 1-1 Support across the academic year
* Evidence of impact of student engagements through Cross Academy Support Team
* Evidence of impact of Family Support Interventions including practical support, workshops, student support, community engagement and events
* Evidence of appropriate Staff Training and shared Resources (including Tutor Time Resources)
* Evidence of embedding Ethos learning outcomes in the wider school curriculum

Evidence should include measured numbers, calendared programmes, case studies, & stats/student -staff-parent voice/stories for the above | End of August 2023 |
| 2 | Make an outstanding contribution towards your School’s OFSTED outcomes and School Improvement Plan priorities in line with our GF QA Framework | * Quality Assurance Framework outcomes are maximised or improving over time
* Clear links to School OFSTED plan especially Personal Development
* Up to Date OFSTED READY evidence of impact (stats/student voice/stories) including case studies for all Ethos Team members
* Evidence of direct impact on school outcomes where applicable for individuals or cohorts
 | End of August 2023 |
| 3 | Effectively lead your Ethos Team in synergy with school priorities and School staff *(In order to achieve Target 1+2)* | * Modelling of Grace Foundation ethos
* Outstanding performance in individual role and effectively working as a team
* Quality Assurance Framework outcomes are maximised or improving over time
* Effective working with Cross Academy Support Team to achieve outcomes
* Clear evidence of integration with school systems
* Records of line management, training, and support for Ethos Staff
* Staff feedback from Operations Director, Senior Leadership, and relevant School staff
* Effective management of allocated budget and resources
 | End of August 2023 |

**Ethos Youth Workers |** Guide for Target Setting – please amend where appropriate

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| ***No*** | ***Objectives (Specific, Measurable, Achievable, Realistic, Timed)*** | ***Outputs – How will you know if it is being achieved?******(Measures / Behaviours that will be in evidence)*** | ***By When*** |
| 1 | Maximise the number of effective student/ family engagements that develop character and values, build healthy relationships, and promote a positive understanding of Christian perspectives. *(In order to achieve Target 2)* | Evidence of outstanding delivery across Ethos Themes of *Developing Character & Values, Building Healthy Relationships & Understanding Christian Perspectives* including:* Evidence of impact of student engagements across Ethos Themes through Ethos Programme (events, education, experiences)
* Evidence of impact of Enrichment activity places taken across the academic year
* Evidence of impact of Outcomes based intervention places taken across the academic year
* Evidence of impact of places taken by 1-1 Support across the academic year

Evidence should include measured numbers, calendared programmes, case studies, & stats/student -staff-parent voice/stories for the above | End of August 2023 |
| 2 | Make an outstanding contribution towards your School’s OFSTED outcomes and School Improvement Plan priorities in line with our GF QA Framework | * Relevant Quality Assurance Framework outcomes are maximised or improving over time
* Clear links to School OFSTED plan especially Personal Development
* Up to Date OFSTED READY evidence of impact (stats/student voice/stories) including case studies for all Ethos Team members
* Evidence of direct impact on school outcomes where applicable for individuals or cohorts
 | End of August 2023 |
| 3 | Effectively work as part of your Ethos Team in synergy with school priorities and School staff *(In order to achieve Target 1+2)* | * Modelling of Grace Foundation ethos
* Outstanding performance in individual role and effectively working as a team
* Clear evidence of integration with school systems
* Staff feedback from Ethos Lead, Senior Leadership, and relevant School staff
 | End of August 2023 |

**Ethos Family Support Workers |** Guide for Target Setting – please amend where appropriate

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| ***No*** | ***Objectives (Specific, Measurable, Achievable, Realistic, Timed)*** | ***Outputs – How will you know if it is being achieved?******(Measures / Behaviours that will be in evidence)*** | ***By When*** |
| 1 | Maximise the number of effective student/ family engagements that develop character and values, build healthy relationships, and promote a positive understanding of Christian perspectives. *(In order to achieve Target 2)* | Evidence of outstanding support for families in line with our Ethos Outcomes including:* Evidence of impact of caseload of identified families that receive targeted support over a set period
* Evidence of impact of Family Support Interventions. *(Types of interventions may include parenting support/skills, practical support (finance debt, benefits, transport, housing furniture, food, clothing), attendance, education, employment & training, Safeguarding & Health, wellbeing & emotional support.)*
* Evidence of impact (including number of parental places taken) at Parental engagement Activities (e.g.: coffee morning, parent workshops or family events)

Evidence of impact should include calendared programmes, case studies & stats/student -staff-parent voice/stories for the above | End of August 2023 |
| 2 | Make an outstanding contribution towards your School’s OFSTED outcomes and School Improvement Plan priorities in line with our GF QA Framework | * Relevant Quality Assurance Framework outcomes are maximised or improving over time
* Clear links to School OFSTED plan especially Personal Development
* Up to Date OFSTED READY evidence of impact (stats/student voice/stories) including case studies for all Ethos Team members
* Evidence of direct impact on school outcomes where applicable for individuals or cohorts
 | End of August 2023 |
| 3 | Effectively work as part of your Ethos Team in synergy with school priorities and School staff *(In order to achieve Target 1+2)* | * Modelling of Grace Foundation ethos
* Outstanding performance in individual role and working as a team
* Clear evidence of integration with school systems
* Staff feedback from Ethos Lead, Senior Leadership, and relevant School staff
 | End of August 2023 |

**Admin Team - CAST |** Guide for Target Setting – please amend where appropriate

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| ***No*** | ***Objectives (Specific, Measurable, Achievable, Realistic, Timed)*** | ***Outputs – How will you know if it is being achieved?******(Measures / Behaviours that will be in evidence)*** | ***By When*** |
| 1 | Support the Ethos Team to maximise the number of effective student/ family engagements with our Ethos Learning Outcomes *(In order to achieve Target 2)* | * Develop evolving Admin Team to be effective
* Support delivery of GF Operational timeline (measured by - on track - on time - on budget)
* Administrate Financial processes to enable Teams to work effectively (IM Group Audit Ready)
* Ensure robust admin processes in place to facilitate growth
 | By end of August 2023 |
| 2 | Support the expansion of Grace Foundation into new schools and trusts | * Support Expansion into new Academy Schools and Trusts
* Support Recruitment and induction of New Staff (Staff Team trained, ready and fit for purpose)
* Improved Social media strategy with increased awareness, engagement and reach across all platforms
* Effective coordination of Cross Academy Projects, events and initiatives
 | By end of August 2023 |
| 3 | Effectively work as part of the whole Ethos Team to help execute Grace Foundation vision *(In order to achieve Target 1+2)* | * Modelling of Grace Foundation ethos
* Outstanding performance in individual role and working as a team
* Staff feedback from Line Management, Ethos Team, and relevant School staff
 | By end of August 2023 |

**BHR Team - CAST |** Guide for Target Setting – please amend where appropriate

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| ***No*** | ***Objectives (Specific, Measurable, Achievable, Realistic, Timed)*** | ***Outputs – How will you know if it is being achieved?******(Measures / Behaviours that will be in evidence)*** | ***By When*** |
| 1 | Support the Ethos Team to maximise the number of effective student/ family engagements with our Ethos Learning Outcomes *(In order to achieve Target 2)* | * Support delivery of BHR Programme including Workshops, Interventions, lessons, and courses across multiple Partner Schools
* Provision of effective BHR Resources across multiple Partner Schools
* Work with Ethos Leads to strategically plan effective BHR Programme in line with RSE /PSHE curriculum
* Support Training and Resourcing of Ethos Team and wider staff team to effectively deliver RSE
* Up to Date OFSTED READY evidence of impact (stats/student voice/stories) including case studies
 | By end of August 2023 |
| 2 | Support the expansion of Grace Foundation into new schools and trusts | * Develop expansion options and plan for 13+ Schools from September 2013
* Support expansion of BHR Programme into new Academy Schools and Trusts
 | By end of August 2023 |
| 3 | Effectively work as part of the whole Ethos Team to help execute Grace Foundation vision *(In order to achieve Target 1+2)* | * Modelling of Grace Foundation ethos
* Effective working as BHR Team and wider Team
* Outstanding performance in individual role and working as a team
* Staff feedback from Line Management, Ethos Team, and relevant School staff
 | By end of August 2023 |

**Training and Development - CAST |** Guide for Target Setting – please amend where appropriate

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| --- | --- | --- | --- |
| ***No*** | ***Objectives (Specific, Measurable, Achievable, Realistic, Timed)*** | ***Outputs – How will you know if it is being achieved?******(Measures / Behaviours that will be in evidence)*** | ***By When*** |
| 1 | Support the Ethos Team to maximise the number of effective student/ family engagements with our Ethos Learning Outcomes *(In order to achieve Target 2)* | * Deliver facilitate and empower core training, coaching and pathways across organisation
* Delivery of Cross academy education menu and experiences including further development of Student leadership
 | By end of August 2023 |
| 2 | Support the expansion of Grace Foundation into new schools and trusts | * Provision of effective Induction CPD, Training and Coaching for Family Support Workers & Youth Workers
* Develop Future Ethos Leaders Programme
* Training Peer Coaches for new Partner Schools
* Integrate QA Framework with Training and Development plan
 | By end of August 2023 |
| 3 | Effectively work as part of the whole Ethos Team to help execute Grace Foundation vision *(In order to achieve Target 1+2)* | * Modelling of Grace Foundation ethos
* Outstanding performance in individual role and working as a team
* Staff feedback from Line Management, Ethos Team, and relevant School staff
 | By end of August 2023 |