**PERFORMANCE APPRAISAL**

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| PERFORMANCE APPRAISAL  of teachers in Sierra Leone’s teaching service | | | | | | | |
| **Personal Development Plan** | | | | | | | |
| **A** | **Performance targets determined at the beginning of the school year (September)**  ***with due reference to the Performance Appraisal of the previous school year*** | | | | | | |
|  | Work assignment to enhance performance | Expected result | | Timeline | Teacher’s Self-Assessment  (end-school year) | | Supervisor’s Assessment  (end-school year) |
| 1. |  |  | |  |  | |  |
| 2. |  |  | |  |  | |  |
| 3. |  |  | |  |  | |  |
| 4. |  |  | |  |  | |  |
| **B** | **Continuous Professional Development (CPD) agreed at the beginning of the school year** | | | | | | |
|  | CPD to enhance performance  (incl. self-directed learning) | Provider, venue, certification | | | Teacher’s Self-Assessment  (end school year) | | Supervisor’s Assessment  (end school year) |
| 1. |  |  | | |  | |  |
| 2. |  |  | | |  | |  |
| 3. |  |  | | |  | |  |
| **C** | **The teacher’s career aspirations and wishes to develop academically or in management** | | | | | | |
|  | Aspirations | | | | | Assessment (end school year) | |
|  |  | | | | |  | |
| **D** | **Note on the teacher’s wellbeing and job-satisfaction** | | | | | | |
|  | Wellbeing and job satisfaction | | Proposed improvements | | | Assessment (end school year) | |
|  |  | |  | | |  | |
| **E** | Review of progress halfway through the school year, possible adjustments, follow up action, and additional CPD | | | | | | |
|  | *In case of major changes complete a new form.* | | | | | | |

*NOTE: This is a sample form based on best practice and may be used by School Leaders, and SMC and BoG members to assess teachers for promotion.*