**PERFORMANCE APPRAISAL**

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| PERFORMANCE APPRAISALof 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.*