**

**SHENFIELD HIGH SCHOOL**

# ANNUAL REVIEW FORM

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| CONFIDENTIAL |

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| --- | --- |
| Name |  |
| Job Title |  |
| Line Manager |  |
| Date |  |

**Review of previous 12 months and new areas of focus to be identified by: 28th February 2017**

**Interim Review to be completed by: 30 September 2017**

**Annual Review to be completed by: 28th February 2018**

**See attached job description**

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| Line Manager’s signature |  | Date |  |

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| Post Holder’s signature |  | Date |  |
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| **Shenfield High School: Performance management** **(April 2016– April 2017)** |

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| **Has the past year been good, bad, or satisfactory for you and why?** |
| **Please review any training or development undertaken in the last year. This could include learning a new skill, taking on a new role, any change in your job, in-school development or out-of school training.** **Consider:*** **how has this helped with your job role**
* **how it has benefitted Shenfield High School**
* **how has this enhanced your performance.**
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| **Are there elements of your job that you find difficult? If so, what could be done about it?** |

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| **Shenfield High School: Performance management annual review statement (2016 – 2017)** |

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| **Post holder: Line manager:** |

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| **Areas of focus for 2016-17** |
| **1.** |
| **2.** |
| **3.** |
| **Identify main achievements and contribution to the school.** |
| **Identify areas that could have been more effective** |
| **Post holder’s comments (optional)** |

### Post holder (signed): Date:

**Line Manager (signed): Date:**

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| **Shenfield High School: Individual planning record**  **(2017-2018)** |

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| **Name of post holder: Date of meeting:** |

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| **Areas of focus** | **Expected outcomes** | **Progress made so far** |
|  |  | **Interim review:** |
|  |  | **Interim review:** |
|  |  | **Interim review:** |