

PLEASE NOTE THAT THIS IS AN EXAMPLE OF A PERSONAL ACTION PLAN. WHILE IT CAN BE USED AS A TEMPLATE, IT IS IMPORTANT THAT INDIVIDUAL VERSIONS ARE PERSONALISED TO THE SPECIFIC REQUIREMENTS OF EACH SITUATION

DEVELOPING PERFORMANCE SUPPORT PLAN

NAME: **JOB TITLE:** HEAD of FACULTY **DATE:**.....

This plan is part of the Developing Performance Procedure. It is intended to support rapid improvements in performance. The plan outlines the key issues that need to be addressed, the actions that need to be taken to address the issues and the support mechanisms. The success criteria will be used to measure the progress made. It is expected that significant progress will be evident by the review date.

Start Date:

Review Date:

Key Issue –	Behaviours Demonstrated	Actions to be Taken	Additional Support/ Resources Required	Monitoring/ Assessment Arrangements & timescale for achievement or review	Success Criteria
1. Leading Strategically	Creating and delivering a shared, corporate strategic vision. It should drive the strategic faculty plan and subsequent actions to secure continuous school improvement	<ul style="list-style-type: none"> • Develop the priorities for the faculty through gathering and sharing self evaluation data to inform school improvement planning. • Complete the faculty improvement plan and SEF. • Keep abreast of local and regional initiatives, including National Strategies work, through attending faculty networks and cascading this to the staff. • Ensure you are aware of school developments and feed faculty issues up to the SLT through SLT link meetings. 	Weekly meetings with Deputy Head (line manager) Provision of a mentor Support from an EDA or fellow head of faculty, as appropriate	A review meeting will take place with the Headteacher every three weeks	<p>The faculty SEF is up to date and presents an accurate self evaluation of the faculty based on qualitative and quantitative data.</p> <p>The staff in the faculty understand the expectations of them and respond to the leadership of the Head of Faculty.</p> <p>Faculty meetings are minuted and reviewed to ensure appropriate business and professional development opportunities</p>

<p>2. Leading Teaching and Learning</p>	<p>There is a responsibility to set high expectations, create the conditions for effective teaching and learning to flourish and to evaluate the effectiveness of learning outcomes.</p>	<ul style="list-style-type: none"> • Ensure all the assessment data is ready and up to date for every member of staff and every teaching group. • Monitor pupil progress through regular reviews of assessments. • Use the EDA to offer support and expertise to staff within the faculty. • Offer a model of good practice to staff by invitation to observe your lessons and the lessons of others. • Observe lessons in conjunction with the EDA to benchmark against Ofsted criteria. 	<p>Weekly meetings with Deputy Head (line manager)</p> <p>Provision of a mentor</p> <p>Support from an EDA or fellow head of faculty, as appropriate</p>	<p>A review meeting will take place with the Headteacher every three weeks</p>	<p>Assessment data is available for all staff in the Faculty and it is used to good effect.</p>
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3. Leading People	To enable others to develop and improve by creating a professional learning culture within the faculty. Support all staff to achieve high standards through performance management and effective professional development.	<ul style="list-style-type: none"> • Carry out a regular programme of lesson observations as part of performance management. • Carry out 'dip-stick' monitoring of lessons and offer feedback to staff on outcomes – ensuring feedback remains constructive. • Provide professional development opportunities through use of faculty time, twilight sessions and identifying courses for staff. • Create a sense of 'team' for the faculty through fostering communication and professional debate. • Share the faculty improvement plan and SEF regularly to develop a sense of ownership. 	Weekly meetings with Deputy Head (line manager) Monthly visit by EDA to discuss best practice Coaching from a fellow head of faculty	A review meeting will take place with the Headteacher every three weeks	Performance management is in place and is appreciated by staff. Pupils within the faculty make good progress – the faculty achieves at least FFT B.
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Support Plan Agreed By:

Member of Staff:.....(Signature).....(Date)

Line Manager..... (Signature).....(Date)