

Newstead Road Pre-School – Self-appraisal

Name of staff member: Eve Ratcliff

Position: Pre-school Deputy Manager

Date: ____ / ____ / ____

This form should be completed before your appraisal meeting and will be used to direct and inform the discussion. It is intended to help you:

- identify areas of your job description in which you have done well
- identify areas with which you feel less satisfied
- identify areas where your performance could be improved
- support you in developing your own skills, knowledge and expertise

Below are the main points from your job description. Beside each one, please indicate whether you think you have achieved what is required. Space is provided in case you wish to add a comment or flag something for discussion.

You may find it helpful to refer to your job description, which is attached.

Task or requirement from job description	Do you think you have achieved what is required?	Comments
Assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) curriculum for guidance.		
Set up for the daily programme and to clean and tidy away at the end of the session.		
Ensure each child's needs are recognised and met.		
Work in partnership with parents/carers and other family members.		
Advise the Pre-school Manager of any concerns (for example over children, parents or the safety of equipment), preserving confidentiality as necessary.		
Teach children, offering an appropriate level of support and stimulating play experiences to encourage children's progress in all areas of development.		
Ensure that children are kept safe and that you understand when to follow child protection procedures.		
Support meal times within the setting.		
Observe and accurately report on children's knowledge, understanding and skills.		

Task or requirement from job description	Do you think you have achieved what is required?	Comments
Actively participate at team meetings, supervision meetings and appraisal meetings.		
Attend training courses as required and to take responsibility for your development.		
Keep completely confidential any information, acquired as part of the job, regarding children, their families or other staff.		
Be aware of and adhere to all the setting's operational policies and procedures, including (but not limited to) health and safety, fire precautions, dropping off and collection of children, food safety, equal opportunities, safeguarding and cleanliness of the setting.		
Ensure that adequate records are kept and updated regularly.		
Promote the nursery to current parents and potential customers.		
Attend activities outside normal working hours as required including staff meetings, parent/carer meetings, special events and training.		
Act as Pre-School Manager in the absence of that person, ensuring that you are conversant with that role, it's responsibilities, job description and associated operational procedures.		
Punctuality, patience, reliability and trustworthiness.		
Sound knowledge of child development from birth to five years.		
Comprehensive knowledge and understanding of the legal framework and quality standards relating to sessional day care/		
Good standard of literacy and numeracy.		
Sound knowledge of the EYFS		
Conversant with Child Protection Procedures.		
Excellent communication skills.		
Commitment to equal opportunities.		
Commitment to working effectively with young children and families from a wide range of cultures, lifestyles and family circumstances and with a range of special needs.		

Task or requirement from job description	Do you think you have achieved what is required?	Comments
Friendly and flexible approach at work which facilitates the development of effective relationships.		

What aspects of your work have you enjoyed most and why?

What do you do best?

What do you consider your major achievements since your last appraisal?

What have been your major learning points since your last appraisal?

What have you enjoyed least and why?

What recommendations do you have to address the aspects you have enjoyed least?

What steps have you taken to develop your skills knowledge and expertise?

What further steps would you like to take?

Do you feel your job description accurately reflects your role? If not, how could it be improved?

Do you have any concerns regarding the health or safety of the setting?

Is there anything else you would like to discuss?