Table 3.4 Member of staff capability assessment

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| Name of member of staff |  |
| Review of last year’s targets or summary of probation targets |  |
| Self-evaluation by member of staff (prompts):* What went well this year?
* Have you experienced any difficulties?
* Which areas of the provision do you think are going especially well?
* Which areas need review and improvement?
* Are there any colleagues or any children who you are concerned about?
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| Observation of practice: Key strengths and key areas for development. |  |
| Three targets for development in the year ahead.* At least one target should link to the improvement plan as part of whole-staff development.
* Ensure targets are SMART (Specific, Measurable, Achievable, Realistic, Time-limited).
* Set six-monthly interim review date.
* Professional development opportunities linked to targets (N.B. these will usually consist of observing or working with a colleague to develop practice).
 | 1.2.3. |
| Any other notes or comments. |  |