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? |  |
| 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. |  |