



STAFF DEVELOPMENT PROGRAMME

Part 3

Staff Appraisal

Member of staff	
Supervisor	
Date Employment started	

Content Checklist	Reference Number	Completed
Appraisal Planning	PT.SD.A.F2	
Training needs	PT.SD.A.F3	
Individual Objectives	PT.SD.A.F4	
Review and Comments	PT.SD.A.F5	
Staff Performance Assessment	PT.SD.A.F6	



Staff Appraisal

Appraisal Planning

Personal Information	
Name and Initials	
Date of Birth	
Date of commencement of employment	
Position held in organisation	
Reporting Manager	
Counter Signing Manager	David Bartlett, Managing Director.

Dates of interview	
Initial formal interview (objective setting)	
Three monthly informal interview	
Six monthly formal interview	
Nine monthly informal interview	
Annual completion date	

Member of Staff's Signature		Date	
Supervisor's Signature		Date	



Staff Appraisal

Individual Objectives

List any objectives, which have been discussed and set during the reporting period
1) To review Job Description and identify any issues that need to be considered.

Member of Staff's Signature		Date	
Supervisor's Signature		Date	

Objectives not agreed upon

Member of Staff's Signature		Date	
Supervisor's Signature		Date	



Staff Appraisal

Review and Comments

Please comment on how far these objectives have or have not been achieved at the three, six and nine monthly reporting period. Identify any personal development or training requirements.

Three Month Review Comments

Six Month Review Comments

Nine month Review Comments

--	--	--	--	--	--

Member of Staff's Signature		Date	
Supervisor's Signature		Date	



Personal Holistic Competency Assessment (A marginal gains approach to progress and development)

Name		Date	
Overall rating		Previous rating	
	0-3 =1, 4-7=2, 8-11=3, 12-15=4, 16-20= 5	Date	

	Yes	No
1. Does this member of staff have a Bradford score lower than 100 (Pro rata)?*		
2. Can this member of staff provide basic care – i.e. meal preparation, domestic duties?		
3. Is this member of staff flexible? *		
4. Can this member of staff provide sleep-in duties required?		
5. Can this member of staff function effectively and efficiently without additional support or direction?		
6. Can this member of staff work equally as effectively and efficiently at all sites? *		
7. Can this member of staff take charge and provide effective control and supervision of a group of young people?		
8. Can this member of staff provide good quality structured activities?		
9. Can this member of staff provide good quality unstructured activities?		
10. Is this member of staff liked by the children; do they make them feel safe as a result of quality relationships?		
11. Is the member of staff analytical?		
12. Does the member of staff make effective contribution and attendance at Staff Meetings?		
13. Is the member of staff in tune with the culture & ethos of the Company?		
14. Is the member of staff computer literate? *		
15. Is this member of staff competent in all administration procedures and requirements? *		
16. Can the member of staff produce professionally presented documentation, without assistance? *		
17. Is this member of staff up to date with required training? *		
18. Is the member of staff easy to manage and responsive to direction?		
19. Has the member of staff developed a unique 'selling-point/niche' for themselves within the Company?		
20. Is the member of staff self-motivated?		
Totals		

* Supporting information must be obtained from Head Office.

Evidence and guidance notes

1. Does this member of staff have a Bradford score lower than 100*?					
To be completed by HR office.					
Bradford Score		Checked by		Date	
2. Can this member of staff provide basic care?					
To receive a 'yes' member of staff must answer yes to all of the following. In addition, must do so without instruction.				Yes	No
Does the member of staff identify health and safety requirements within the home that require attention and action these without prompt?					
Can the member of staff dust, polish and clean surfaces?					
Can the member of staff vacuum clean?					
Can the member of staff do basic repairs, i.e. unblock vacuum cleaner?					
Can the member of staff cook more than 5 different meals?					
Do the children/young people enjoy the meals the member of staff cooks?					
Can the member of staff complete the requirements of the home? i.e. food shopping					
3. Is this member of staff flexible?					
Input from head office required to confirm a yes mark.					
To receive a 'yes' member of staff must answer yes to all of the following.				Yes	No
Has the member of staff demonstrated they are flexible to work at all homes?					
Has the member of staff demonstrated that they are able to take children/young people on holiday?					
Is the member of staff able to change their shift pattern?					
Has the member of staff worked overtime or come in early when asked?					
4. Can this member of staff provide sleep-in duties required?					
Member of staff must be able to complete sleep-in duties at all times. Input from head office required to confirm a yes mark.					
5. Can this member of staff function effectively and efficiently without additional support or direction?					
To receive a yes member of staff must answer no to all of the following				No	Yes
Does the member of staff require regular monitoring to ensure they have said the right things?					
Does the member of staff require regular monitoring to ensure they have done the right thing?					
Does the member of staff regularly need talking through everyday tasks?					
Does the member of staff regularly require Duty Manager/House Manger/Managing Director support?					
Does the member of staff regularly require Head Office support?					
6. Can this member of staff work equally as effectively and efficiently at all sites?					
Male members of staff would not be penalised due to not providing sleep in cover in a girl's house, providing they have the skill tact sensitivity and diplomacy to be effective if placed in that home for support. Members of staff who, for whatever reason, can't					

be placed in all homes must be marked no. The only exception would be for reasons of family members or partners working in other homes. Input from head office required to confirm a yes mark.		
To receive a 'yes' member of staff must answer yes to all of the following.	Yes	No
Can this member of staff work effectively and efficiently at Durham Road?		
Can this member of staff work effectively and efficiently at Clarence Street?		
Can this member of staff work effectively and efficiently at Stanhope Road?		
Can this member of staff work effectively and efficiently at Moorlands Road?		
Can this member of staff work effectively and efficiently at The Crest?		
Can this member of staff work effectively and efficiently at The Manor?		
7. Can this member of staff take charge and provide effective control and supervision of a group of young people?		
To receive a 'yes' member of staff must answer yes to all of the following.	Yes	No
Is the member of staff good with children/young people?		
Does the member of staff demonstrate good presence?		
Is the member of staff perceptive?		
Is the member of staff a good leader?		
Is the member of staff a positive role model?		
Can the member of staff effectively challenge inappropriate beliefs and behaviour?		
8. Can this member of staff provide good quality structured activities?		
To receive a 'yes' member of staff must answer yes to at least two of the following.	Yes	No
Does the member of staff complete AQA Unit Awards regularly?		
Has the member of staff lead a group during outdoor education?		
Can the member of staff provide a structured art and craft/ modelling activity, or Health and Social Care AQA Unit award?		
9. Can this member of staff provide good quality unstructured activities?		
To receive a 'yes' member of staff must answer yes to at least four of the following.	Yes	No
Can the member of staff find places of interest on a regular basis?		
Can the member of staff demonstrate effective planning?		
Is the member of staff spontaneous?		
Does this member of staff take children/young people to the pictures?		
Does this member of staff take children/young people to play in the park?		
Does the member of staff demonstrate the ability to research ideas?		
10. Is this member of staff liked by the children; do they make them feel safe as a result of quality relationships?		
This must be evidence based, member of staff must be able to show ability to nurture young people.		
Evidence received from		Date

11. Is the member of staff analytical?		
To receive a 'yes' member of staff must answer yes to all of the following.	Yes	No
Can the member of staff look at and read situations to come up with required information that is not immediately apparent?		
Can they look beneath the surface to understand how a young person is feeling and identify negative, attention seeking or manipulative behaviour, identify triggers to behaviour?		
12. Does the member of staff make effective contribution and attendance at Staff Meetings?		
Staff members that attend and contribute towards a discussion to help the house / department manager make decisions is ticked yes. Those that turn up say nothing are to be marked no.		
13. Is the member of staff in tune with the culture & ethos of the Company?		
To evidence this mark members of staff must be able to demonstrate nurturing to children and young people and support to colleagues. If the member of staff has been subject to any disciplinary 'action' this must be marked as 'No', regardless of the following.		
To achieve a 'yes' mark the member of staff must answer yes to all of the following and a minimum of 8/10 of the below qualities as a regular part of their daily working practice.	Yes	No
Is the member of staff child centred?		
Do they believe children come first, that every child has the right to be given a good education and skills towards making a better life?		
Do they believe they should be allowed to grow up in an environment of quality in terms of fabric and relationships?		
Can they demonstrate an understanding of therapeutic care and education?		
Qualities demonstrated regularly as part of their daily working practice	Yes	No
Attentiveness		
Put clothing right, not allowing their children/young people to look dishevelled		
Reminds children/young people to dress correctly for the weather (wear a coat in cold weather, no fleece in hot weather)		
Uses appropriate touch		
Speaks warmly and positively		
Makes special meals		
Produces positive information recordings		
Takes children and young people away on holiday		
Provide appropriate and correct support to colleagues and new starters		
Helps children/young people make achievements both certificated and uncertificated		
14. Is the member of staff computer literate?		
Input from head office required to confirm a yes mark.		
To receive a 'yes' member of staff must answer yes to all of the following.	Yes	No
Can the member of staff access their Pear Tree email, send and receive emails with attachments?		
Can the member of staff use the Pear Tree website?		
Can the member of use Microsoft Office without requiring assistance? This includes attaching photographs and password protecting documents.		
Can the member of staff use HROnline to apply for holidays/lieu credit and toil?		

Can the member of staff download photographs from the digital camera/mobile phone to the house computer?		
15. Is this member of staff competent in all administration procedures and requirements? *		
*NB. Using appropriate language. Input from head office is required to confirm a yes mark.		
To receive a yes member of staff must answer yes to all of the following.	Yes	No
Can the member of staff complete Positive and Important Information Forms?		
Can the member of staff complete a child/young person's Individual Risk Assessment?		
Can the member of staff complete a Specific Activity Risk Assessment?		
Can the member of staff complete a child/young person's Care Plan?		
Can the member of staff complete/contribute to a child/young person's Looked After Review?		
Can the member of staff complete key worker session recording?		
Can the member of staff input data into the relevant logs and daily recording?		
16. Can the member of staff produce professionally presented documentation, without assistance?		
Input from head office required to confirm a yes mark. This mark is only possible if number 11, 14 and 15 are all ticked as yes.		
To receive a yes member of staff must answer no to all of the following.	No	Yes
Does the member of staff fill out the wrong form, is work returned from the office?		
Does the member of staff's paperwork need editing?		
17. Is this member of staff up to date with required training?		
If any training is out of date or not evident this would result in a no mark. A yes mark is to be confirmed with HR.		
18. Is the member of staff easy to manage and responsive to direction?		
Managers opinion required, but must be evidence based either way.		
19. Has the member of staff developed a unique 'selling-point/niche' for themselves within the Company?		
This is something they have developed, that they become known for and respected. Could be providing a specific activity or a contribution they make that is unique to them, in or out of the home.		
Unique 'selling-point/niche'		
To be considered specialised as a homemaker the following criteria must be met in full	Yes	No
Has the member of staff demonstrated hard work and self-motivation with all required domestic duties?		
Is the member of staff able to do basic repairs, including soft furnishings?		
Can the member of staff prepare and cook a healthy meal to a high standard every shift, including being able to do special meals on occasions (Including making use of home produce)?		
Without prompting source items to enhance the environment, i.e. cut flowers, match bedding and soft furnishings?		
Does the member of staff maintain household supplies and get best value from housekeeping allowance?		
Is the member of staff warm and welcoming to all staff, young people and visitors?		
20. Is the member of staff self-motivated?		
If left without supervision and support will seek to find tasks or projects that benefit the household or specific children would mean a yes mark. If they would make the most of the chance to slip out and do some personal shopping, watch TV or simply gossip when there are tasks needing to be completed, the answer would be no.		

Plan for progression

A bullet point should be used for each shaded area identified and a statement worded as to how progression can be made in that area to achieve a yes mark.

Member of staff's comments

--

Supervising Manager's comments

--

Counter-signing Manager's comments

--

Staff signature		Date	
Supervising Manager's signature		Date	
Counter-signing Manager's signature		Date	

Office Use Only				
Is this member of staff a Senior Residential Social Care Worker?	Yes		No	
If yes, has an Acting Duty Manager Assessment been completed?	Yes		No	