

Performance Improvement Plan

Employee's name:

Manager's name:

PERFORMANCE CONCERNS	EXPECTED STANDARD OF PERFORMANCE	AGREED IMPROVEMENT ACTIONS	REQUESTED SUPPORT	DATE TO ACHIEVE EXPECTED STANDARD BY
Detail specific examples and dates of where standards have not been met	Detail what is expected of the employee – i.e. what does 'good' look like	Detail the action to be taken to reach the expected standard of performance	Detail what has been agreed in terms of support needed to help reach the expected standard of performance	Include any milestone dates (if any) before the PIP review date
<p>Reporting Absence (recent illness was reported late by e-mail)</p>	<p>A telephone call in which you personally speak to me or the manager on cover duty by not later than 7am for each day that you are not going to be at school.</p>	<p>Call in on time for each day absent</p>	<p>No extra support required</p>	<p>Immediately</p>
<p>Student engagement and interactivity of lessons: Over use of the same resources and resistance to using 'game'-type interactive activities has led to ongoing complaints from students that lessons are repetitive and they feel bored.</p>	<p>Lessons should not be based on any single resource. They should be blended – i.e. you should use a range of resources of varying formats and origins that are relevant to your aims and engaging to the students. Lessons should include a variety of pace, activity type, focus and interaction pattern</p>	<ul style="list-style-type: none"> • Supplement using photocopiable resources • Use videos as appropriate • Use authentic texts as appropriate • Use a range of 'game'-type activities • Use warmers to inject interest, variety and pace. • Use activities that are a mix of VAKT styles to appeal to diverse student needs • Vary interaction patterns • Keep the focus primarily on the students • Vary interaction patterns between (I) (P) and (G) 	<p>Weekly meetings with ST to discuss action taken and progress made.</p> <p>Discuss lesson choices with other teachers teaching the same level</p> <p>Observe other teachers to gain ideas.</p> <p>Observations by DoS/ST to evaluate and provide support and advice.</p> <p>Ask students for feedback</p>	<p>Immediate change in lesson structure and materials.</p> <p>Student engagement: To be reviewed in a weekly meeting with ST.</p> <p>Lesson observation by DoS on Wed XXX.</p> <p>To be reviewed on a four-weekly basis through student feedback.</p> <p>To be reviewed at the end of this initial PIP period through student feedback/complaints.</p>