

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 |
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| 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>Response to student questions: A number of complaints were received that you generally respond in an impatient manner to some student questions, for example, told students to 'listen carefully. I have just explained' when they asked a question</p> <p>Rapport and interaction with students: A number of students felt that you were 'rude' or flippant and sarcastic, and made comments that were 'unfriendly'. They also said that you had 'favourites'.</p> | Students should be treated politely, equally and in a friendly and neutral way at all times. They should feel supported and confident in the classroom. | <ul style="list-style-type: none"> • Avoid any comments which could be construed in a negative way. • Remember that foreign language students will not get British sarcasm and adjust your comments accordingly. • Deal with all student questions patiently and attentively. • At all times, think of ways to encourage your students and boost their confidence using judicious praise. | <p>Lesson observations to observe how other teachers interact with their students.</p> <p>Observations by DoS/ST to evaluate and provide support and advice.</p> | <p>Immediate cessation of flippant remarks.</p> <p>Immediate cessation of impatience when dealing with questions.</p> <p>Lesson observation by DoS on xxxx.</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 complaints.</p> |

PIP REVIEW DATE: XXXXXXXX