

WeST Personal Development Review (PDR) Form 2022-23

Reviewee Name	
Reviewee Job Title	
Reviewer Name	
Reviewer Job Title	
Date of Meeting 1 - setting the scene and agreeing goals for the new academic year (summer/autumn term) *	

**In future years, on completion of the first PDR cycle, meeting 1 will take place in the summer term and will also include a final review of progress against personal development goals and of holistic performance and contribution for the previous cycle.*

STEP 1.1 - General health, wellbeing and workload

Discuss with the reviewee their workload/work-life balance or any other relevant points related to health and wellbeing, and note any agreed outcomes/ actions with timescales for follow-up. NOTE: If there are aspects of the discussion which the reviewer and reviewee agree should remain confidential, this should not be recorded here:

STEP 1.2 - Clarify the 'School Improvement Framework' (see PDR Policy Section 3)

Ensure the reviewer and reviewee have a shared understanding of strategy, Business or School Improvement/Development Plans and any other key information/documents which frame expected standards of performance and contribution, e.g. relevant occupational standards, career grade expectations, job description etc. Make any relevant notes/follow-up actions here:

STEP 1.3 - Personal career aspirations/development

Discuss aspirations for personal professional learning, either to support continuous improvement in role or future progression to the next career stage. Where applicable, note agreed actions and anticipated readiness for career progression e.g. ready now/1-2 years/3-5 years etc:

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STEP 1.4 - Agree personal development goals, including anticipated barriers, impact and outcomes (see PDR Policy Section 7) - use table overleaf, page 4

Goals must be clearly linked to business and/or school improvement and/or development (see step 1), and place emphasis on the growth of the Reviewee to allow evidence of achievement to be demonstrated through impact and outcomes:

1. Whole school/service
2. Individual
3. Personal career aspiration/progression (see step 1.3 above)

Meeting 1 sign-off:

The contents of this form must be agreed by signature or email and a copy provided to both parties.

Reviewer agreement - signature or date of email	
Reviewee agreement - signature or date of email	

MEETING 2:

Date of Meeting 2 - review of contribution, performance and goals set at stage 1, or goal setting for new starters (autumn term)	
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STEP 2.1 - Review *General health, wellbeing and workload* and note any agreed actions or outcomes. NOTE: If there are aspects of the discussion which the reviewer and reviewee agree should remain confidential, this should not be recorded here:

STEP 2.2 - Review *progress against personal development goals* noting impact/outcomes and any barriers requiring action use table overleaf, page 4

STEP 2.3 - Review *holistic performance and contribution* noting any relevant achievements or further actions:

Meeting 2 sign-off:

The contents of this form must be agreed by signature or email and a copy provided to both parties.

Reviewer agreement - signature or date of email	
Reviewee agreement - signature or date of email	

MEETING 3:

Date of Meeting 3 - review of contribution, performance and goals (spring term)	
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STEP 3.1 - Review General health, wellbeing and workload and note any agreed actions or outcomes. NOTE: If there are aspects of the discussion which the reviewer and reviewee agree should remain confidential, this should not be recorded here:

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STEP 3.2 - Review progress against personal development goals noting outcomes for this cycle and any actions to be carried forward to the next use table overleaf, page 4

STEP 3.3 - Review holistic performance and contribution noting outcomes for this cycle as met, partially met, or not met and any actions to be carried forward to the next:

met / partially met / not met
Comments:

Meeting 3 and PDR cycle sign-off:

The contents of this form must be agreed by signature or email and a copy provided to both parties.

Reviewer agreement - signature or date of email	
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Reviewee agreement - signature or date of email	
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RETURN TO STEP 1, meeting 1 to commence cycle 2023-24 (summer term)

Personal Development Goals - Table to Review Progress and Outcomes

<i>By...</i> (insert intended timescale)	<i>I will...</i> (insert agreed goals for achievement)	<i>So that...</i> (insert anticipated impact on personal performance and school/business improvement)	<i>Because...</i> (insert the link(s) to strategic/operational school/business improvement objectives)	<i>How...</i> Insert any agreed steps and barriers to be overcome to achieve the goal..
	1. Whole School: <i>Insert here</i>	•	•	•
	2. Individual: <i>Insert here</i>	•	•	•
	3. Personal career aspiration/progression: <i>Insert here</i>	•	•	•
Meeting 2 - STEP 2.2 - Review progress against personal development goals noting impact/outcomes, steps achieved and any barriers requiring actions				

Personal Development Goals - Table to Review Progress and Outcomes

Meeting 3 - STEP 3.2 - Review progress against personal development goals noting impact/outcomes and steps achieved for this cycle and any actions to be carried forward to the next:

Summary:

Goal 1 - met / partially met / not met*

Goal 2 - met / partially met / not met*

Goal 3 - met / partially met / not met*

*Indicate as applicable