

Newstead Road Pre-School – Self-appraisal

Name of staff member: Pat McGowan

Position: Pre-school Manager

Date: ____ / ____ / ____

This form should be completed before your appraisal meeting and will be used to direct and inform the discussion. It is intended to help you:

- identify areas of your job description in which you have done well
- identify areas with which you feel less satisfied
- identify areas where your performance could be improved
- support you in developing your own skills, knowledge and expertise

Below are the main points from your job description. Beside each one, please indicate whether you think you have achieved what is required. Space is provided in case you wish to add a comment or flag something for discussion.

You may find it helpful to refer to your job description, which is attached.

Task or requirement from job description	Do you think you have achieved what is required?	Comments
Plan, implement and monitor and appropriate play-based curriculum, which provides children with opportunities for learning and development in all key areas, using the Early Years Foundation Stage (EYFS) curriculum for guidance and offering a high quality of teaching and learning.		
Ensure that the pre-school provides a safe, caring and stimulating environment, both indoors and outdoors.		
Ensure the pre-school's staff, volunteers and resources are effectively deployed, supervised and supported.		
Liaise with the pre-school trustees, Ofsted, the local authority, other agencies and professionals as necessary, producing reports as required and ensuring that all statutory requirements are met.		
Ensure the needs of every child at the pre-school are recognised and met.		
Work in close partnership with parents/carers and other family members, informing them about the pre-school and its activities, exchanging information about their children's progress and encouraging parental involvement.		

Task or requirement from job description	Do you think you have achieved what is required?	Comments
Advise the Trustees of any concerns (for example over children, parents or the safety of equipment), preserving confidentiality as necessary.		
Teach children, offering an appropriate level of support and stimulating play experiences to encourage children's progress in all areas of development.		
Ensure that children are kept safe and that child protection procedures are followed.		
Develop and maintain accurate and effective systems of observation and record-keeping, to monitor the knowledge, understanding, skills, progress and achievements of every child in the pre-school and to effectively share that information with parents and carers.		
Maintain and develop an effective key-worker system.		
Manage and support the pre-school staff, convening regular supervision and appraisal opportunities, identifying and addressing individual and group training needs.		
Ensure appropriate equipment and materials are set up before children arrive for each session, both indoors and outdoors, and that these are tidied away at the end of each day.		
Support meal times within the setting.		
Ensure the pre-school is maintained in a clean, tidy, safe, hygienic condition.		
Ensure that children are properly supervised at all times and that appropriate adult/child ratios are maintained.		
Actively participate at team meetings, supervision meetings and appraisal meetings.		
Attend training courses as required and to take responsibility for your development.		
Keep completely confidential any information, acquired as part of the job, regarding children, their families or other staff.		

Task or requirement from job description	Do you think you have achieved what is required?	Comments
Contribute to, adhere to and implement all the pre-schools operational policies and procedures, including (but not limited to) health and safety, fire precautions, dropping off and collection of children, food safety, equal opportunities, safeguarding and cleanliness of the setting.		
Ensure that adequate records are kept and updated regularly, including the daily register, accident books, medication records and the individual file of each child.		
Promote the nursery to current parents and potential customers.		
Collect fees and manage the pre-school petty-cash system, ensuring financial records are accurately maintained.		
Manage the pre-school's admissions process and waiting list.		
Attend activities outside normal working hours as reasonably required, including staff meetings, parent/carer meetings, special events and training.		
Reflect on your own practice and the performance of the pre-school as a whole, seeking out ways to improve and keeping up-to-date with recent developments in the early years field.		
Punctuality, patience, reliability and trustworthiness.		
Sound knowledge of child development from birth to five years.		
Comprehensive knowledge and understanding of the legal framework and quality standards relating to sessional day care/		
Good standard of literacy and numeracy.		
Organised, methodical and able to work on own initiative while prioritising ongoing activities.		
Comprehensive knowledge of the EYFS		
Comprehensive knowledge of Child Protection Procedures.		
Excellent communication skills.		
Commitment to equal opportunities.		

Task or requirement from job description	Do you think you have achieved what is required?	Comments
Commitment to working effectively with young children and families from a wide range of cultures, lifestyles and family circumstances and with a range of special needs.		
Friendly and flexible approach at work which facilitates the development of effective relationships.		

What aspects of your work have you enjoyed most and why?

What do you do best?

What do you consider your major achievements since your last appraisal?

What have been your major learning points since your last appraisal?

What have you enjoyed least and why?

What recommendations do you have to address the aspects you have enjoyed least?

What steps have you taken to develop your skills knowledge and expertise?

What further steps would you like to take?

What are your aims for the future development of the pre-school?

Do you feel your job description accurately reflects your role? If not, how could it be improved?

Do you have any concerns regarding the health or safety of the setting?

Is there anything else you would like to discuss?