

Performance review for teaching assistants

Name of reviewer:

Reviewee:

Date:

Summary of main activities at present:

-
-
-

Areas of success and achievement over the past year:

Observation outcomes:

(include any comments from observations conducted since the last review)

Evaluation of outcomes for pupils:

(include evidence of pupil progress following intervention programmes and identified through tracking)

Areas for development over the coming year:

Training and development needs:

Comments:

Signed _____ (reviewer)

Date: _____

Signed _____ (reviewee)

Date: _____

Training evaluation

In order to evaluate training the following pro forma might be used.
Please complete and hand in the form to the INSET coordinator

Date of training:

Delivered by:

Training received (include course name, reference, brief summary of content)				
Purpose of training				
Please indicate what types of training this was by circling the description	External provider and venue	External provider in-house	Internal in-house	Partnership arrangement

Please rate your course:

1 = Excellent **2** = Good **3** = Average **4** = Below average **5** = Poor

	Please circle			
Content of training	1 5	2	3	4
Method of delivery	1 5	2	3	4
Level of knowledge of the trainer	1 5	2	3	4
Relevance to your work	1 5	2	3	4
Overall	1 5	2	3	4

The training...	Definitely	To some extent	Not at all
Fulfilled its objectives			
Will help me in my role			
Would be useful for colleagues			
Met my needs			

Please identify:

The strongest part of the training was...

The weakest part of the training was...

It would now be useful for me to...

I'd like to share with colleagues...

Please use this space to make any further comments...