NORTH WALES SCHOOLS MODEL POLICIES

Performance Improvement Plan (PIP)

CYNGOR SIR YNYS MÔN ISLE OF ANGLESEY COUNTY COUNCIL

CONWY CYNGOR BWRDEISTREF SIROL COUNTY BOROUGH COUNCIL

Cyngor sir ddinbych denbighshire County Council

CYNGOR Sir y Fflint Flintshire COUNTY COUNCIL

wrexham COUNTY BOROUGH COUNCIL CYNGOR BWRDEISTREF SIROL wrecsam

Start of Review Period	
End of Review Period	
Review Period	
Stage	

The purpose of this performance Improvement Plan (PIP) is to define areas for improvement, gaps in your work performance, reiterate expectations, and allow you the opportunity to demonstrate improvement and commitment.

Areas for Improvement
Bullet point issues and areas of concern for how the employee's performance has impacted on the school and customers.

Observations, Previous Discussions or Counselling
Recap dates/times you have addressed the issues in the recent/relevant past. Reference previous documents where applicable

These are the targets related to areas to be improved and addressed, the actions that will help you reach each target, the ways in which your manager will support your improvement activities including any reasonable adjustments required and the success criteria to demonstrate progress towards achievement of each target.

Targets/Objectives (Examples)	Key Actions	Success Criteria	Support Planned/Person/ Date/Venue	Resources required	Management Support	Monitoring/evaluation/ Review (Dates/Activity /Conducted by/ Progress Expected)
1. Assessment						
(a)						
(b)						
2. Teaching & Learning						
(a)						
(b)						
3. Planning						
(a)						
(b)						
4. Classroom Management						
(a)						
(b)						

Follow-Up Updates: You will receive feedback on your progress according to the following schedule.			
Date Scheduled	Activity	Conducted by	Completion Date
	Update report		
	Update report		
	Status report		

Timeline for Improvement, Consequences & Expectations:

Effective immediately, you are placed on a ___ day pip. During this time you will be expected to make regular progress on the plan outlined above. Failure to make progress or exceed the improvements required will have the potential to result in further capability action under the Capability Policy and Procedure, which could put your future employment at risk. Failure to maintain the required performance after successfully completing a performance improvement plan and coming out of the Capability process may result in reverting back into the Capability procedure.

Signatures:

Print Employee Name:	Print Supervisor/Manager Name:
Employee Signature:	Supervisor/Manager Signature:
Date:	Date: