

**Advice when reviewing targets 2020-21**

* Please review last year’s targets sympathetically as the cycle was interrupted by the Covid-19 lockdown. Many staff continued to engage with professional development during this time and worked hard to re-design the KS3 and KS4 schemes of work in order to be fully ready for the September start of the 3-year KS3 and the 2-Year KS4 curriculum. These schemes should have built in techniques of memory retention and recall.

**Advice when setting targets 2021-22**

* All Teachers should have Target 1: marking and feedback and then to choose either Target 2A or Target 2B to undertake this year. Heads of a Subject / Faculty should have Target 3A. Target 3B is an open choice of target relating to their role in school / or to an aspect of aspiration around their role.
* Agree necessary CPD - This is the support required for the reviewee to achieve the objectives, and can include training of various sorts not just external courses and seminars – be creative (internal courses, observing others, coaching, job shadowing, distance-learning, reading, attending online meetings and workshops, reading time, action research, use of Professional Associations) anything relevant and helpful that will help the person develop towards meeting the agreed target.
* Yellow CPD forms will be issued to each Team Leader via trays, spares are in the Working Staffroom and copies are on Moodle.

**Performance Management Cycle 2021 - 22**