**Appendix 3**

**PERFORMANCE IMPROVEMENT PLAN**

**Name: Date:**

**Job Title: Line Manager:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PERFORMANCE IMPROVEMENT PLAN**  **To cover period from: to** | | | | | **Progress**  **(to be discussed at agreed intervals throughout the review period)** | |
| **Areas of**  **Underperformance** | **Agreed Action /**  **Planned Objectives** | **Support**  **Required** | **Measures of**  **Success** | **Target**  **Date(s)** | **Comments on Progress /**  **Outcome** | **Date** |
|  |  |  |  |  |  |  |

**Agreed by:**

**Teacher signature: Date:**

**Line Manager Signature: Date:**

**Performance Standards Achieved? YES/NO Date:**