

### Short Term Supply and Temporary Cover Report

This report should be completed at the end of a teacher's temporary appointment when this reaches or exceeds 30 days in total in any school year. The form can be completed earlier if necessary at the request of the Head Teacher or the Supply Teacher.

It is a shared responsibility to have these forms completed. Temporary teachers should approach their line manager in the absence of this form being completed.

Send to Educational Services HR at the termination of the temporary supply work / 30 days , or whichever is the later.

Supply Teacher \_\_\_\_\_ School \_\_\_\_\_

Dates of Supply Cover	Stages/Subjects Covered

Please include details if there have been various episodes over the academic year.

#### ASSESSMENT OF PERFORMANCE IN TEMPORARY POST

How effective was the teacher in his / her post in terms of knowledge of:

Teaching for effective learning / Meeting Learning Needs

This section should concentrate on themes such as; the learning climate and teaching approaches; Teacher – pupil interaction including learners' engagement; Clarity and purposefulness of dialogue; judgements made in the course of teaching.

This section should cover themes such as; tasks, activities and resources; Identification of learning needs. The role of teachers and specialist staff; meeting and implementing the requirements of legislation.

Level 6 Outstanding or sector leading	Level 5 Major Strengths	Level 4 Important strengths with areas for improvement	Level 3 Strengths just out way weaknesses	Level 2 Important weaknesses	Level 1 Major Weakness

#### Assessment of Learning

This section should cover the following themes: Assessment approaches, planning learning experiences and activities, use of assessment information to identify and plan future learning and arrangements for recording and reporting,

Level 6 Outstanding or sector leading	Level 5 Major Strengths	Level 4 Important strengths with areas for improvement	Level 3 Strengths just out way weaknesses	Level 2 Important weaknesses	Level 1 Major Weakness

Additional Comments

Curriculum

This section should cover the following themes; the rational and design of the curriculum; the development of the curriculum; programmes and courses used,

<b>Level 6 Outstanding or sector leading</b>	<b>Level 5 Major Strengths</b>	<b>Level 4 Important strengths with areas for improvement</b>	<b>Level 3 Strengths just out way weaknesses</b>	<b>Level 2 Important weaknesses</b>	<b>Level 1 Major Weakness</b>

Punctuality / Attendance: please comment I detail

<b>Excellent</b>	<b>Above council standards</b>	<b>Below Council Standards</b>	<b>Poor</b>

\*Any further comments to support this assessment

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Supply teacher comments (if any):

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Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Headteacher)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Teacher)

Please return form to Educational Services, HR Section, Garshake Road, Dumbarton G82 3PU.