

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. This 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 Learners’ Needs

This section should concentrate on themes such as: the learning climate and teaching approaches; teacher – pupil interaction including learners’ engagement; judgements made in the course of teaching including planning and evaluation.

Outstanding or sector leading	Major Strengths	Important strengths with areas for improvement	Strengths just outweigh weaknesses	Important weaknesses	Major Weakness

Additional Comments _____

This section should cover themes such as: tasks, activities and resources; identification of learning needs.

Outstanding or sector leading	Major Strengths	Important strengths with areas for improvement	Strengths just outweigh weaknesses	Important weaknesses	Major Weakness

Additional Comments _____

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; arrangements for recording and reporting.

Outstanding or sector leading	Major Strengths	Important strengths with areas for improvement	Strengths just outweigh weaknesses	Important weaknesses	Major Weakness

Additional Comments _____

Curriculum

This section should cover the following themes: the rationale and design of the curriculum; the development of the curriculum; programmes and courses used.

Outstanding or sector leading	Major Strengths	Important strengths with areas for improvement	Strengths just outweigh weaknesses	Important weaknesses	Major Weakness

Additional Comments _____

Punctuality / Attendance: please comment in detail.

Excellent	Good	Fair	Poor

*Any further comments to support this assessment _____

Supply teacher comments (if any):

Signed _____ Date _____
(Head Teacher)

Signed _____ Date _____
(Teacher)

Additional sheets can be used if necessary and attached to the original form.

Please return form to Educational Services HR Department.