

We all contribute. We all benefit

Annual Partner Review

Your Full Name:	
Your Job Title:	
Your Start Date:	
Date of Review:	
Reviewed by:	

Your Annual Partner Review is an opportunity to spend some time talking about you and your goals. We will reflect on how the last year went and celebrate your achievements.

Our reflections will generate targets for you in the coming year which aim to progress you towards your next step.

People Matter

This section focuses on you and your nursery team. Please read the questions below and make some brief notes in the employee comments box to remind you of what you would like to talk about in your review.

- How do you feel the last 12 months have gone for you?
- Can you share with us your personal achievements in your current role?
- Tell us about your nursery team?
- Tell us how you directly engage and motivate your nursery team?
- Can you share with us the successes of your team and how you influenced and contributed to these?

Employee Comments:

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Manager Comments:

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People Matter outcome:

(Manager to check the agreed outcome)

<input type="checkbox"/> Inadequate	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Good	<input type="checkbox"/> Outstanding
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Communication Matters

This section focuses on how you communicate with colleagues and external customers. Please read the questions below and make some brief notes in the employee comments box to remind you of what you would like to talk about in your review.

- How do you effectively communicate with all stakeholders?
- What feedback have you had on your communication? This includes parents, colleagues and external agencies.
- How do you directly influence customer relations within the setting?
- Can you give example of how you work within the community and other professionals?
- Can you share with us the most challenging situation you encountered in the last year and what learnings you took from it?

Employee Comments:

Manager Comments:

Communication Matters outcome:

(Manager to check the agreed outcome)

<input type="checkbox"/> Inadequate	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Good	<input type="checkbox"/> Outstanding
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Quality Matter

This section focuses on your practice as well as your contribution towards achieving and maintaining Outstanding provision. Please read the questions below and make some brief notes in the employee comments box to remind you of what you would like to talk about in your review.

- Tell us what you are proud of which has driven quality within the nursery?
- Can you tell us how your leadership impacts the quality of teaching and learning?
- Can you share with us how you mentor and support your team to improve their understanding of the EYFS?
- Can you share with us your knowledge and understanding of the cohort, in particular think about the most recent cohort and any concerns that may have arisen?
- Tell us about the contribution you have made in any additional roles? This may include your other roles such as SENDCO, Health and Safety Rep or Quality Lead.

Employee Comments:

Manager Comments:

Quality Matters outcome:

(Manager to check the agreed outcome)

<input type="checkbox"/> Inadequate	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Good	<input type="checkbox"/> Outstanding
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Sustainability Matter

This section focuses on your contribution to the success of the nursery. Please read the questions below and make some brief notes in the employee comments box to remind you of what you would like to talk about in your review.

- Can you share with us how you contribute to the success of the nursery?
- Tell us, how do you, as the Deputy Manager influence the key performance indicators? These include retention, recruitment and agency costs, audits, occupancy and controlling cost lines.
- Can you share with us how you directly influence marketing for the nursery?
Examples could include Daynurseries, eco-schools, open days.

Employee Comments:
Manager Comments:

Sustainability Matters outcome:

(Manager to check the agreed outcome)

<input type="checkbox"/> Inadequate	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Good	<input type="checkbox"/> Outstanding
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Additional comments

Employee Comments

Manager Comments

My Future Development

It is time to identify our next steps for you in your development journey with Childbase Partnership. Answering the questions below will allow us to learn more about your abilities and aspirations.

What should my goals be for the next 6 months?

What steps do I need to take to get there?

What will achieving my objectives look like?

To identify your goals which are :

S - specific, significant, stretching

M - measurable, meaningful, motivational

A - agreed upon, attainable, achievable, acceptable, action-oriented

R - realistic, relevant, reasonable, rewarding, results-oriented

T - time-based, time-bound, timely, tangible, trackable

Please complete your Partner Development Plan.

Review Summary

Notes for completion (Line Manger)

Please add an outcome for each of the corporate pillars. Make sure to share and discuss the result with the colleague.

People Matter Outcome:			
<input type="checkbox"/> Inadequate	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Good	<input type="checkbox"/> Outstanding
Quality Matters Outcome:			
<input type="checkbox"/> Inadequate	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Good	<input type="checkbox"/> Outstanding
Sustainability Matters Outcome:			
<input type="checkbox"/> Inadequate	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Good	<input type="checkbox"/> Outstanding
Communication Matters Outcome:			
<input type="checkbox"/> Inadequate	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Good	<input type="checkbox"/> Outstanding

Safeguarding Review

Do you have any safeguarding, welfare or development concerns in relation to a child or their family?

Do you have any safeguarding concerns in relation to a colleague?

Have there been any changes in your personal circumstances that may affect your suitability work with children?

Additional notes

Your Full Name	
Your Signature	
Date of Review	

Manager's Full Name	
Manager's Signature	
Date of Review	