**CHILDMINDER ASSISTANT – APPRAISAL TOOL**

**Assistant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Meeting: \_\_\_\_\_\_\_\_\_\_\_\_**

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| **General Responsibility and Attitude to Work** | | | | |
|  | **Always** | **Frequently** | **Requires Improvement** |  |
| **Arrives at work on time** |  |  |  | **Assistant Comments** |
| **Reliable in attendance** |  |  |  |
| **Gives sufficient notice for absences and holidays** |  |  |  |
| **Takes responsibility in duties** |  |  |  |
| **Maintains a positive attitude** |  |  |  | **Childminder Comments** |
| **Proactive and enthusiastic** |  |  |  |
| **Flexible and willing to help** |  |  |  |
| **Is an appropriate role model** |  |  |  |

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| **Interaction with Children** | | | | |
|  | **Always** | **Frequently** | **Requires Improvement** |  |
| **Friendly, warm and affectionate** |  |  |  | **Assistant Comments** |
| **Use of appropriate language and tone** |  |  |  |
| **Eye to eye interaction / gets down to child’s level** |  |  |  |
| **Aware of ages and stages of development** |  |  |  |
| **Awareness of age appropriate activities and enthusiastic in supporting children in their play and development** |  |  |  | **Childminder Comments** |
| **Encourages independence and self-care skills** |  |  |  |
| **Respects each child’s individuality and privacy** |  |  |  |
| **Aware of behaviour management policy and uses positive behaviour management techniques** |  |  |  |
| **Observes children well and reports progress / concerns to childminder** |  |  |  |
| **Interaction with Others** | | | | |
|  | **Always** | **Frequently** | **Requires Improvement** |  |
| **Communicates well with childminder and shares information appropriately** |  |  |  | **Assistant Comments** |
| **Is friendly and respectful** |  |  |  |
| **Listens to instructions well and responds to criticism positively to improve performance** |  |  |  |
| **Polite and approachable to families and parents** |  |  |  |
| **Listens to and responds well to parents** |  |  |  | **Childminder Comments** |
| **Helps to share information regularly with parents regarding their child’s day to day activities, behaviour and progress** |  |  |  |
| **Respects confidentiality at all times** |  |  |  |

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| **Responsibility and Contribution to the Quality of the Setting** | | | | |
|  | **Always** | **Frequently** | **Requires Improvement** |  |
| **Aware of Health & Safety Procedures and able to identify hazards and minimise risk** |  |  |  | **Assistant Comments** |
| **Aware of Child Protection Procedures and signs and symptoms of child abuse** |  |  |  |
| **Aware of infection control procedures and maintains good hygiene** |  |  |  |
| **Carries out daily duties efficiently whilst flexible to change and pro-active in carrying out additional tasks** |  |  |  | **Childminder Comments** |
| **Contributes positively to the running of the setting and assists in forward planning and making improvements** |  |  |  |
| **Adheres to all policies and procedures in place, respects Ofsted requirements** |  |  |  |
| **Professional Development and Skills Progress** | | | | |
|  | **Always** | **Frequently** | **Requires Improvement** |  |
| **Takes job seriously and wants to learn** |  |  |  | **Assistant Comments** |
| **Undertaken workshops and training as requested by childminder** |  |  |  |
| **Interested in further childcare related qualifications and training** |  |  |  |
| **Successfully completed further qualifications and training** |  |  |  |
| **Sets goals for personal growth** |  |  |  | **Childminder Comments** |
| **Shows progress in ability and confidence in role** |  |  |  |

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| **Qualifications and Training Undertaken** | |  | **Qualifications and Training Desired to Achieve** |
| **Details** | **Date** | **Details** |
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| **Further Comments** |

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**I hereby confirm that the above information is a fair and accurate and has been discussed in detail at the meeting.**

**The next appraisal is due on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Childminder Assistant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_ Registered Childminder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**