Using Frog Appraisals as a teacher

Your school has decided to use Frog's appraisal system to help you and your line manager document your objectives and CPD. The appraisals process may seem daunting, but it is not intended to be something done to you, rather it is your chance to demonstrate your skills and abilities.

The first element is **centralised guidance** around appraisals. Frog provide the DfE's standard guidance here, although your school may have adapted or updated it. In fact, they can continue to edit this section.

Next we have the Objectives pages. **Personal Objectives** uses a blog to allow you to record additional objectives, which may not fit in with your overall objectives.

The next page contains your **Objectives** for the year. By default, there are 3 objectives spaces with several elements in each. You should complete these in discussion with your head of department.

I don't want to teach you how to set objectives, this will be personal to you and your school environment, so I'll just explain that each wall widget will record the time and date for you. Objectives can be updated with comments throughout the year.

Each objective also has an **evidence log** and this is here to help you. Rather than waiting until your reviews, you can now add evidence throughout the year. This might take the form of comments and links to lessons or files. We're using the noticeboard widget, but as you can see, it acts like a blog.

By having your appraisal within Frog, you don't need to log in anywhere else or keep paper copies. The appraisal site is private to you, your department head and the SLT too.

Finally, on this page is the Appraisal **review** section, there are more comment spaces, for you to document your review and there is a central form. This is to allow you to report on how your objectives have gone. Your school's CPD lead will use this review to report on trends to your senior leaders. It is important to be honest here as this can be a point of intervention for you.

Let's leave the Objectives for now and take a look at the CPD section.

Using Frog Appraisals as a teacher (cont.)

Here we can see a list of upcoming **CPD events**. Where appropriate there is a booking form allowing you to add yourself to attend the event.

The **My CPD** section allows you to review any CPD you have attended and reflect on how you think it will help.

Under **CPD-Led / Disseminated**, we have a journal space where you can record any training or investigations you have led on.

And finally for this section, we have **shared resources** in your school. Hopefully you and your colleagues will contribute useful material here so that everyone can benefit.

Your reflections is a blogging space for you to record anything not connected directly to your objectives. Here you should feel free to document anything you want to mention later in your reviews.

Finally, in the lesson section, we have added a site timeline. Any photos or videos of you teaching, or work you have created can be uploaded here. If you are using FrogSnap, this becomes very easy to do.