

Example Action Plan template for Schools

If you require this document in an alternative format, please contact your Line Manager.

Date

March 2025



**Template Action Plan**

This is only a template action plan. If alternative versions are used, they must cover the following areas:

* 5 work-based objectives and an inclusion objective to outline what is expected of an employee in their role
* How the job is done in line with values and behaviours
* A learning and development objective on how the employee develops their capacity and capability
* Manager specific objectives

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| **What?** Is expected: the key objectives | **How?** Is the objective to be met: specific actions required  e.g. effectiveness in the role, standards, values and behaviours demonstrated | **When?** Target date | **Outcomes** what output will show that actions have been achieved  e.g. evidence through feedback, continuous improvement, application of learning |
| Work-based objective 1 |  |  |  |
| Work-based objective 2 |  |  |  |
| Work-based objective 3 |  |  |  |
| Work-based objective 4 |  |  |  |
| Work-based objective 5 |  |  |  |
| Inclusion objective |  |  |  |
| Delivers in line with values and behaviours |  |  |  |
| Learning & Development objective |  |  |  |
| **For managers only,** objectives covering the following:  Bring controllable aspects of budgets in on time  Manage the performance of staff actively and inclusively through regular good conversations  Undertake regular workforce planning |  |  |  |

