

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 achievede.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 timeManage the performance of staff actively and inclusively through regular good conversationsUndertake regular workforce planning |  |  |  |

