

Education Sector - Skills Gap Analysis

Employee Name	
Job Role	
PE Lead Name	
Date	

To support staff in reflecting on their professional strengths and areas for development linked to their role and the school's PESSPA, wellbeing and inclusion objectives.

Please score yourself against each of the competency areas below, based on the following scoring system:

0	1	2	3	4	5
Not relevant to my role	Little or No Understanding/ Competence	Basic Competence	Adequate Proficiency	Strong & Consistent Proficiency	Advanced Skills/ Competence

Category	0	1	2	3	4	5
Curriculum Knowledge & Support - Understanding curriculum intent; supporting learning through active approaches.	☐	☐	☐	☐	☐	☐
Pupil Engagement & Inclusion - Differentiating and adapting practice for all learners; supporting SEND and EAL pupils.	☐	☐	☐	☐	☐	☐
Behaviour & Classroom Management - Promoting positive behaviour, managing transitions, building relationships.	☐	☐	☐	☐	☐	☐
Health, Safety & Safeguarding - Understanding policies, risk assessment, safeguarding and Prevent responsibilities.	☐	☐	☐	☐	☐	☐
Physical Activity & Wellbeing Delivery - Leading active breaks, enrichment or PESSPA activities safely and effectively.	☐	☐	☐	☐	☐	☐
Teamwork & Communication - Collaborating with colleagues, supporting teaching staff, clear communication.	☐	☐	☐	☐	☐	☐
Assessment & Feedback - Observing learning, providing feedback, supporting formative assessment.	☐	☐	☐	☐	☐	☐
Professional Conduct - Reliability, initiative, reflection, continuous improvement.	☐	☐	☐	☐	☐	☐
Personal Development - Commitment to CPD, reflective learning, and professional growth.	☐	☐	☐	☐	☐	☐

Personal and Professional Development Action Plan

(Use skills gap analysis/ observation/ meetings to develop)

Key strengths – advanced skills and mastery
Action Plan Identify how these skills can be shared with other staff via CPD workshops and/or providing mentoring / shadowing opportunities
Development of skills and experience
Scores indicating basic or limited competence that would benefit from further support.

Goals for Improvement

Ensure these goals are SMART (Specific, Measurable, Achievable, Realistic, Time-bound)

Resources / Qualification / Workshop required	Costs	Timeframe