

Staff Feedback Form

Course Title: UAL Level 3 Diploma and Extended Diploma in Creative Practice: Art, Design and Communications (Architecture and Interior Design)

Staff Member: Amy Walker-Smith

Position: Course Leader for UAL Level 3 Diploma and Extended Diploma in Creative Practice: Art, Design and Communications (Architecture and Interior Design) & Lecturer in Architecture & Interior Design

Assistant: Jessica Sheehan

Date: 01/05/2025

1. How would you rate the overall performance of this staff member?

(Please circle your answer)

- **Excellent**
- Good
- Satisfactory
- Needs Improvement
- Poor

Any further feedback:

Overall Jess's performance was excellent – she was a pleasure to have in the classroom and was always very pro-active and helpful. She understood tasks well and was able to adapt herself to the various students and needs within the cohort. She took on board feedback positively and always remained a calm and professional presence.

2. How effectively does this staff member communicate with others?

(Please circle your answer)

- **Very Effectively**
- Effectively
- Somewhat Effectively
- Ineffectively

Any further feedback:

3. How would you rate their responsiveness to questions or requests?

(Please circle your answer)

- **Very Responsive**
- Responsive
- Somewhat Responsive
- Not Responsive

Any further feedback

4. How would you rate this staff member's professionalism in handling tasks or responsibilities?

(Please circle your answer)

- **Highly Professional**
- Professional
- Somewhat Professional
- Unprofessional

Any further feedback

5. How well does this staff member work as part of a team?

(Please circle your answer)

- **Very Well**

- Well
- Neutral
- Poorly

Any further feedback

6. How would you rate this staff member's problem-solving skills or ability to handle challenges?

(Please circle your answer)

- **Excellent**

- Good
- Fair
- Poor

Any further feedback

8. What are this staff member's strengths?

[Write your answer here]

Jess's strengths were around working with the students on a one-to-one basis. She quickly built up a very positive connection with them and was able to use this effectively to communicate and instruct.

10. Was the staff members participation helpful?

[Write your answer here]

Jess's participation was extremely helpful – her input was invaluable and I felt confident to let her lead during her sessions and was able to observe and assist only when really necessary.

She helped grow the student's knowledge base of key architectural (and interior design) skills and their interest in the subjects. Also answering questions about going to University informatively.

Her contribution to each session was highly supportive and she was able to convey information and support the teaching team successfully. She was a valuable member of the team.

9. What areas can this staff member improve upon?

[Write your answer here]

When giving a presentation, Jess does need to project her voice a bit more to ensure that all students can hear clearly.

At times, Jess became a little distracted by communicating with students – whilst this was positive in building relationships, it did mean at times others were not given the same time.

10. Any additional comments or suggestions for this staff member?

[Write your answer here]

Jess would make an excellent lecturer / tutor in our specialist subject. She was professional, took time to explain in different ways depending on the student she was working with. Jess always remained very calm and steady which the students hugely appreciated especially when they were trying new things for the first time.

Jess was a pleasure to have in the classroom and as part of the teaching team. She would make an excellent design tutor and will become a very skilled Architect going forward.