POLICY: STAFF PERFORMANCE AND DEVELOPMENT

PURPOSE:

The performance and development arrangements for departmental employees are designed to:

- Support the department in meeting its responsibilities to students, parents and to government through linking staff performance with achievement of school and government objectives.
- Provide feedback on performance which will support ongoing learning and development. Performance and development planning, goal setting, conversations, and feedback should encompass all elements of a teacher's practice in the context of their school and their Performance and Development Plan (PDP).
- Enhance the capacity of employees in promotion positions to apply the leadership and management competencies required in their positions.
  Recognise effective performance through salary progression.
- Provide a supportive process for improving performance where the required standards are not met.

AIMS:

- For each staff member to have a Performance and Development Plan which supports the achievement of the School Strategic Plan.
- To support staff in the development of a Performance and Development Plan which takes into consideration the Annual Implementation Plan, as well as personal professional development.
- To provide opportunities for staff to develop skills to enhance their awareness and knowledge of best practice teaching and learning.
- To provide support for staff in implementing DET policies and initiatives.
- To provide opportunities for staff to optimise career opportunities within the school and wider community.
- To provide opportunities for Brentwood Park Primary School staff to participate in professional development activities.

IMPLEMENTATION:

- The performance and development leader will design an annual Performance and Development Plan which supports the School Strategic Plan and reflects the needs of the staff. A whole-of-practice approach ensures teacher performance and development is framed against the Australian Professional Standards for Teachers (the Standards), in the context of the school's strategic priorities. The Standards inform the development of professional learning goals, provide a framework by which teachers can judge the success of their learning and assist self-reflection and self-assessment.
- Performance and Development Plans will be developed early in the year and reviewed mid-year as part of the performance and review process.
- The PDP documentation comprises of:
  - four performance and development goals.
  - strategies that will be used to support the achievement of each goal.
  - evidence that will be collected to demonstrate achievement of each goal.
- The PDP documentation will be recorded in eduPay.
- The performance and development leader will support staff by:
  - Notifying staff of relevant professional development activities available.
  - Encouraging staff to evaluate and share professional development activities at an appropriate forum.

    - Sharing expertise and reflecting upon good practice at staff meetings and other whole school forums.
    - Demonstrating and encouraging a commitment to networking and collegiate support.
- Middle leaders will support staff development by modelling the school's whole school literacy and numeracy approaches and formally observing staff practice based on the whole school approaches.
- The performance and development leader in consultation with the School Improvement Team (SIT) will coordinate whole school curriculum days.
- The performance and development leader will outsource the provision of professional development activities, in consultation with the School Improvement Team (SIT) where appropriate.
- The school community will be informed of the professional development undertaken by staff through school council reports, the newsletter and professional development will be entered on the PD Tracker database each year.

POLICY REVIEW AND APPROVAL:

Policy last reviewed	13/6/2023
Consultation	Consultation with school council and approved by School Council
Approved by	James Bell, principal
Next scheduled review date	June 2027

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