

GRANGE PRIMARY SCHOOL

STAFF PERFORMANCE DEVELOPMENT POLICY

The Grange Primary School Performance Planning Policy is linked to the DECD policy and supports each staff member's right to performance feedback.

STAFF PERFORMANCE DISCUSSIONS

Staff Performance discussions with leadership line manager at least twice per year.

A discussion sheet (the agenda is based on principal, teacher and school priority areas) will be circulated by week 3 of term 1 and term 3 asking staff to nominate times that are convenient for a performance discussion. The duration of these meetings would be about 45 minutes with extensions possible by mutual agreement. Staff may request more frequent discussion opportunities.

PROFESSIONAL LEARNING TEAM (PLT) MEETINGS

Professional Learning Teams- PLT meetings will be held each term for 'like-year level' and Specialist teachers. Agenda items should be established for the group prior to the meeting. Items may also be listed for discussion by the Principal/ Deputy.

Decisions on minor issues would be minuted and communicated to the stakeholders. Other issues need to be presented to the staff.

JOINT PROGRAMMING

NIT classes will be cross-set to accommodate teachers wanting to program together, wherever possible.

Teachers wanting to co-operatively plan will have an opportunity to request NIT times to support this.

T&D GOALS

Staff are required to set T&D goals for the year, through step 9 process and if not eligible through Performance Planning process.

PEER OBSERVATION

Voluntary peer observation opportunities will be made available for staff. Staff may negotiate a peer observation opportunity with another staff member. Release time may be negotiated with leadership staff.

PERSONAL GROWTH

Staff will be supported through career processes. Teaching staff will be supported through Step 9 and Leadership opportunity processes. SSO's will be supported through reclassification processes when appropriate.

CLASSROOM VISITS.

Informal class visits by the Principal and Deputy will be encouraged. The intention is to move through classes to support visibility and to enhance general program awareness. Teachers and SSO's are encouraged to negotiate a time for the Principal/ Deputy to visit on occasions where a special event is happening.

ACKNOWLEDGING SUCCESS

A culture of positive feedback is desirable. Staff meetings acknowledge and celebrate successes. Staff meetings will acknowledge 'positives'.

PERSONAL PORTFOLIOS

Staff encouraged to construct a Personal Portfolio. This folder can contain certificates, performance statements/ feedback sheets from staff chats or peer observation sessions. Teacher/ SSO needs to ensure that their portfolio is current.

PSYCHOLOGICAL HEALTH

Psychological health information will be available. Resources will be available via the staff intranet and DECD website. The OHSW Committee will monitor staff well-being.

This policy will be reviewed in January each year.