



# Currambine Primary School

## Performance Development Policy

### **Introduction**

All members of the school staff have a responsibility to be accountable for and actively seek to improve their performance in relation to organisational and workplace goals.

It is essential that staff members of the public education system are able to provide evidence that demonstrates their professionalism and commitment to improving the quality of student achievement. The performance development process seeks to meet this requirement and in so doing optimises the performance of each member of staff.

### **Department of Education Policy**

Under governing legislation and common law, an employee is required to carry out duties and responsibilities with due competence and care, in accordance with the requirements of their role.

All employees will participate in a performance management process consistent with the Performance Management Standard where:

- Staff regularly demonstrate accountability for their performance;
- Staff have access to growth and development opportunities that allow for employee professional interests and role responsibilities ; and
- The process links to the intended outcomes of the Department's strategic directions.

All line managers will conduct and document performance management with staff.

### **The Process**

The process of performance management comprises several elements including:

- **Self Reflection** – It is valuable for any performance development meeting to be preceded by self reflection. Staff members are provided with tools to support their self-reflection against the Currambine Way. This process is designed to support staff with role clarity, identifying strengths and areas for development.
- **Planning Meeting (Term One)** – The purpose of this meeting is to ensure both the staff member and performance manager:
  - Develop clarity regarding Expectations/Roles/Responsibilities

- Review previous performance management goals
- Provide quality and timely feedback,
- Identify coaching and classroom observation opportunities
- Identify opportunities for professional growth; and
- Demonstrate accountability.

The outcomes of this meeting should be the production of a performance management agreement which will include:

- Agreed goals
- Agreed strategies and actions
- Agreed success indicators

All staff will receive written feedback from a planning meeting.

- Implementation/Ongoing Feedback/Support – Line managers will work with staff to provide ongoing support which will include:
  - Formal and informal meetings to provide feedback,
  - Classroom observation visits performance managers(Term 1&3). Classroom observation visits should be followed up with a feedback meeting and written feedback,
  - Peer observation visits are conducted via negotiation through the performance management process or on an ad-hoc basis as required to support teacher growth.
  - Education Assistants will have a line manager observation in Term Three with a follow up feedback meeting and written feedback; and
  - Discussions about further professional learning.
- Review Meeting (Term 3/4)– The purpose of the review meeting is for the:
  - Employee to demonstrate accountability (All staff members are asked to provide evidence of their work at this meeting in the form of student works samples, planning documents, records of student achievement, case management plans that reflect their goals and areas of focus as determined by the Executive Team.
  - Employee to demonstrate achievement with their goals
  - Manager to provide quality feedback.

All staff will receive written feedback from the review meeting.