



# Allambie Heights Public School

RESPECT

RESPONSIBILITY

RESILIENCE

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## Performance and Development Procedures

### Rationale

Effective performance and development requires a collaborative and supportive workplace committed to a positive culture of ongoing learning by individuals and teams.

### Purpose

The overarching purpose of the performance and development process is to support the ongoing improvement of student outcomes through continuous development of a skilled, effective and professional teaching workforce.

### Responsibility

- The **Principal** is responsible for all staff collating a PDP at the start of each school year.
- **Team and grade supervisors** are responsible for the implementation, monitoring and evaluation of the PDP for each member of their team. They are also responsible for the monitoring of the mandatory components of the PDP process - goal setting, observations, feedback, self-reflection and mid-year/end-year sign off of the PDP for each staff member in their team.
- All **staff** are responsible for collating an annual PDP with 3-5 goals that relate to the goals of the strategic plan for the Department of Education and the Allambie Heights Public School three-year plan.

### Procedures

- These procedures should be read in conjunction with the Performance and Development Framework for Principals, Executives and Teachers in NSW Public Schools (March 2015) [https://detwww.det.nsw.edu.au/media/downloads/intranet/lists/directoratesaz/humanresources/schoolteachers/performmanage/performance\\_development\\_framework.pdf](https://detwww.det.nsw.edu.au/media/downloads/intranet/lists/directoratesaz/humanresources/schoolteachers/performmanage/performance_development_framework.pdf)
- A Performance and Development Plan (PDP) is used to record each individual teacher's annual performance and development process. <https://detwww.det.nsw.edu.au/lists/directoratesaz/humanresources/schoolteachers/performmanage/index.htm>

#### **Phase 1: Plan (term 1)**

Collaboratively develop and articulate the professional goals, the strategies and support required to achieve chosen goals.

- Executive staff decide on school goal
- Grade/Stage teams decide on team and individual goals
- Teachers begin Performance Development Plan (PDP)

#### **Phase 2: Implement (terms 2 and 3) Mid-year assessment**

- Teacher observation and reflection

#### **Phase 3: Review**

End of year formal review and written feedback. Staff works with their supervisor to systematically and strategically review progress based on evidence, self-reflection and feedback from the previous cycles

- Teachers and executive finalise PDP