STAFF PERFORMANCE REVIEW POLICY

Purpose:
- To provide systematic feedback to members of staff in relation to their performance of agreed roles.
- To provide a transparent and open process between staff members, Principal and Coordinators/Team Leaders.
- To improve the teaching & learning and administration practices within the school.
- To assist staff in career advancement.
- To assist the school with accountability processes.

Guidelines for Implementation:
1. The Staff Annual Review process will be supportive, confidential and on-going.
2. Staff role and responsibility statements will reflect their participation in the staff Annual Review process.
3. Staff will have an active role in the development of their yearly roles and responsibilities statement.
4. Appraisal will be an integral element of the Staff Annual Review.
5. The formal stages of the Staff Annual Review process may include:
   * Commencement of the review cycle documentation of teacher performance and development plan included intended outcomes to be achieved against Professional Standards and the goals of the current Annual Implementation Plan.
   * Opportunity for every member of staff to share and receive feedback each term. This will occur within a team setting.
   * A mid-cycle review indicating progress and pathways has been attained against the Professional Standards and with the current Annual Implementation Plan will be implemented. Staff will need to provide evidence to support their achievement of professional standards.
   * A performance outcome signed off by staff member and Principal.
   * A performance assessment (end of cycle) stating outcomes achieved against Professional Standards by the staff member and End of Cycle comments by the Principal in relation to Professional Standards.
   * The Principal will undertake an annual review in accordance with the process provided by DET.
5. The principles of Merit and Equity will be observed in the conduct of the Staff Annual Review process.

Implementation:
1. The Staff Annual Review process for all staff will be implemented in accordance with the procedures as documented in the Department of Education and Early Childhood Development publication ‘Professional Recognition Program for Teachers - Guidelines.’
2. The Principal will coordinate the implementation of the Annual review program at the school level.
3. Role descriptions will be developed for, and used by, all members of staff as part of the process.
4. The assessment of each staff member’s performance during the review period will be against the Dimensions as detailed in their role statements.

6. The formal stages of the Review will involve:
a. discussion between the principal and the staff member clarifying expectations for the review period.
b. Participation in the staff performance and development meetings scheduled each term.
c. A mid-cycle meeting to discuss the staff member’s progress towards meeting these expectations of professional standards.
d. Written submission by the staff member of their performance against the expectations as detailed in the Eaglehawk North Primary School proforma used.
e. An assessment by the principal to decide whether the teacher has met these expectations.
f. A meeting between principal and teacher to discuss the assessment.
7. At the end of the review cycle where advancement or deferral is a likely outcome, the principal will establish a panel to assess the staff member’s performance based on the available evidence in the context of the Professional standards.
8. The process as outlined in the ‘PRP Guidelines’ document will be followed in relation to review panels.
9. All staff Annual Reviews will be aligned to the calendar year. The next increment is then either granted or deferred effective from the increment date.
10. A three-month period of notification will be provided to staff members before the conduct of their annual review.
11. An Eaglehawk North Primary School proforma will be used for the documentation of the Staff Annual review.

Evaluation:
1. This policy will be the subject of review through the established policy/program review processes of the school.
2. Staff input to the Review process will be sought in an endeavour to "fine tune" aspects of its implementation.

Resources

Staff Performance and Development school documentation of procedure for implementation.