Performance and Development Key College Statement

Overview

Performance and Development is an investment in people. It is a set of every-day practices that enable employees to continuously improve, ensure that their work is aligned to organisational purpose and to recognise and celebrate achievements. It provides ongoing development to help employees realise their potential and to focus their efforts on outcomes and improvements that align with organisational priorities to benefit children and young people (Department for Education Performance and Development Policy, 2020).

Detail

- All staff will collaborate with their line manager to establish an annual Performance and Development plan (PDP). The PDP process is a joint responsibility shared between employees and line managers.
- For new employees, or employees new to roles, a written plan must be established within two months of commencement (with consideration for probationary conditions where relevant).
- Documented six monthly performance and development reviews must occur from the date of the established performance and development plan and is recorded on the DfE PDP review system. All staff use the current Department for Education PDP template(s). This can be accessed on the DfE Intranet PDP planning and resources page.
- Upon the conclusion of each PDP meeting, the Line Manager sends a copy of the current plan to the DP (DP SSO) within one week.
- DP SSO provides copies of PDP's to Principal and Principal PA, for Quality Assurance (HRS entry) and school PL planning purposes.
- There are three formal Performance and Development meetings per year:
  - Term 1: Foundation meeting (establish goals/targets)   Due week 4 term 1
  - Term 2: Six monthly review meeting   Due week 9 term 2
  - Term 4: Annual review meeting   Due week 9 term 4

- There are four essential components to formal one-on-one planning and review conversations:
  - Outcomes – to be achieved are agreed providing clarity on individual contribution, and alignment to improvement priorities
  - Behaviours – that help or hinder performance are discussed and strategies to enhance effectiveness are established
  - Development – activities are agreed to facilitate achievement of work and career goals
  - Wellbeing – considerations are discussed and support strategies explored to maximise engagement and effectiveness.

Planning

Term 1: Foundation meeting (establish goals / targets) Due Week 4 Term 1

- Staff members complete pages 1-3 of PDP: My contribution, My Career, My Behaviour, My Learning, My Wellbeing, Our Agreement.
- Staff members develop at least 3 PDP goals which are aligned to DfE and WSC planning documents as follows.

	Teacher	SSO
Goal 1	Aligned to the WSC SIP	All goals set as per Professional Standards for SSO's and SIP
Goal 2	Aligned to the WSC SIP	All goals set as per Professional Standards for SSO's and SIP
Goal 3	AITSL standard (teacher or principal/leader)	All goals set as per Professional Standards for SSO's and SIP

- See Department for Education Preparing your performance and development plan for further clarification on setting performance objectives/goals.

REVIEW

Term 2: Six monthly Review meeting   Due Week 10 Term 2

Term 4: Annual Review meeting   *Due week 8 Term 4*

- All goals are reviewed at 6 monthly intervals with line managers, each time using the Performance and Development Review Conversational tool
- Staff members complete Conversational Tool: My contribution, My Career, My Behaviour, My Learning, My Wellbeing, Our Agreement prior to the meeting
- Teachers ONLY – Academic achievement review data is individually collected and reflected upon for the prior semester/year. This is brought to the Review meeting for discussion regarding My Contribution (progress, barriers and actions)
- Learning Area Leaders – Student achievement data is collected and reflected upon via the Learning Area Leader results spreadsheet for the prior semester/year. This is brought to the Review meeting for discussion regarding My Contribution (progress, barriers and actions). Learning Area Leaders may also like to complete the Curriculum Team Strategy check in prior to their PDP meeting for clarity.
- Staff Member/Teacher/Leader summary comments for the appropriate Review are completed during the review meeting. Updated PDP is sent to DP (DP SSO) within a week.

Role	Responsibilities
Deputy Principal	• Leads PDP Process
Principal/Principal PA	• Align PL Resources/planning to staff PDP's • Quality Assure and complete HRS sign off for PDP's
DP SSO	• Keep a register of PDP plans and reviews • Share register with Principal and Principal PA • Share PDP's with Principal
Leaders	• Provide leadership in performance and development for staff they have line management responsibility
All Staff	• Participate in the PDP process • Be responsible for own PDP, organise PDP meetings and participate in the process

Definitions

PDP - Performance and Development Plan

SIP - School Improvement Plan

Supporting Information

DfE Intranet PDP planning and resources page

Department for Education Performance and Development Policy, 2020

Department for Education Preparing your performance and development plan

WSC School Improvement Plan (SIP)

Department for Education PDP template(s)

Academic Achievement Review excel

Learning Area Leader result spreadsheet

Performance and Development Information

Performance and Development Support Network