

SCHOOL NO. 4401 - KATANDRA WEST

Policy Statement: MANAGEMENT 769 Staff Annual Reviews
769 - PERFORMANCE & DEVELOPMENT

Responsibility: Principal and Staff

This Policy was last ratified by School Council in 2016.

1. **PURPOSE:**
To ensure schools build on best practice, recognise excellence and provide support for staff development where it is required.
2. **GUIDELINES:**
 - 2.1 The enhanced Performance and Development whole-of-practice approach promotes a consistent process and common language for the evaluation and support of staff performance and development in Victorian Government schools.
 - 2.2 The approach is intended to provide a mechanism by which staff can continuously develop their professional skills, regardless of their current performance level and is built on several key principles, including:

Evidence-bases: the new approach stresses the use of concrete evidence as critical to support the achievement of goals and an indicator of performance. Evidence is all highlighted as a key enabler for staff to show their impact on their practice.

Collaboration: staff are encouraged to collaborate within and between schools to share strategies and lessons around effective pedagogical, leadership and other practices.

Accountability: staff are given a degree of autonomy over their development goals in exchange for accountability over their achievement.
 - 2.3 The Principal will facilitate the Performance and Development process as determined by DET.
 - 2.4 The Performance and Development process will be co-operative.
 - 2.5 The focus of the Performance and development will be determined by the requirements set out by the Department of Education and Training (DET).
 - 2.6 Confidentiality will be strictly adhered to.
 - 2.7 Feedback to Staff will be accurate, constructive and encouraging.
 - 2.8 The Principal, in consultation with Staff, may vary this policy if circumstances require it.