



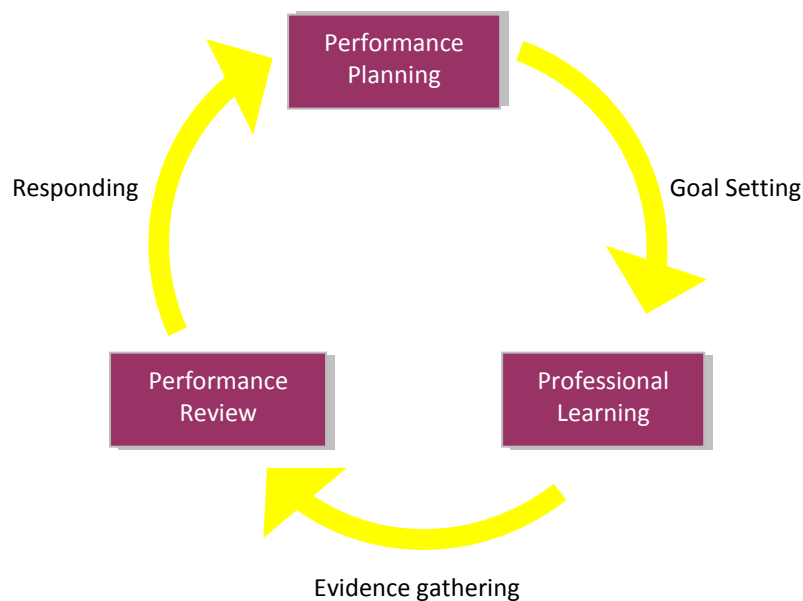
PERFORMANCE AND DEVELOPMENT POLICY

(This policy complements *the Australian Teacher Performance and Development Framework, 2011*)

Why Performance and Development?

This Performance and Development policy promotes and supports a culture of continuous improvement in our practice. It outlines an ongoing process of planning, professional learning and performance review that is both a right and a responsibility for all of us. We all have a right to planned, constructive feedback about our work, and we are accountable for maintaining and developing our performance.

The ultimate goal of this policy is to maximise learning outcomes for students who attend Lihir International Primary School.



Performance planning

The performance planning stage focuses on identifying a small number of performance objectives (i.e. three or four) that are SMART (specific, measurable, achievable, relevant and time bound). These objectives should relate to school priorities, the *Australian Standards for Teachers*, your job description and your personal career aspirations.

School leadership is available, if required, to assist in refining your objectives and ensuring they are relevant to school priorities and your own professional development and career goals.

Professional learning

Professional learning relating to performance and development should be a collaborative process. It builds on existing strengths, identifies areas for growth, and supports career aspirations.

Performance review

This review process looks at achievements and measures of success. It is an opportunity to give and receive feedback about performance that is evidence based. It reflects on successes achieved and also on how things may have been done differently.

Staff responsibilities

- Identify performance areas that contribute to personal and school goals (e.g. WPS).
- Share learning and practice with others.
- Provide constructive feedback to colleagues when required.
- Participate in review meetings using a reflective report process (prepared at least one day prior to meeting).
- Be accountable for the performance standards that relate to your role.
- Maintain a personal portfolio to store relevant documentation if required.

Principal responsibilities

- Establish and maintain an individualised planning, learning and accountability program for each member of staff (e.g. WPS).
- Acknowledge the contribution of all employees through provision of regular verbal and written feedback.
- Know the work of all employees and observe their practice.
- Prepare performance assessment statements when required (e.g. referee statements).

