

Dandenong High School
Outline of Staff Appraisal Process
Summary Document
2015 Cycle

When implementing the 2015 Performance and Development Requirements Dandenong High School will conduct a May to December cycle in line with DEECD Guidelines. All staff, including Principal class, Teachers and ES, will follow the process outlined below:

***Please note the Dandenong High School Performance and Development Process 2015 documents for Teaching Staff and ES staff which provides a detailed outline of the process is available on the school website and Intranet. This document is a summary of that information only.**

Term 2 2015:

Teaching Staff

- All staff will attend a Staff meeting where elements on the new performance and development process will be clearly explained
- The new guidelines, support material and direct links to the DEECD website to access up to date resources will be available to staff on the school website
- 26th June – all teaching staff to be email their PDP to their Appraiser before this date

ES Staff

- All ES staff will attend a meeting with the Principal to outline the ES process for the 2015 cycle
- All documentation and support material will be updated and available for staff on the school website and emailed to staff
- ES Appraisal meeting 1 will be held in Term 2 with their Appraiser. A copy of the staff member's appraisal plan (Education Support Staff Appraisal Document - Template 1, 2 and 3) is to be emailed to their Appraiser at least 24 hours before the meeting

Term 3 2015:

Teaching and ES Staff

- Mid cycle meeting with appraiser early November
- A further meeting may be required by the end of Term 4 and additional support identified and provided if the appraiser believes that a staff member may not achieve a successful performance and development outcome at the end of the cycle

Term 4 2015:

Teaching and ES Staff

- End of cycle meeting Weeks 7-8 of Term 4
- All staff who may not achieve a successful performance and development outcome will be notified in writing before the 1st March. This will include detailed feedback and strategies for what they will need to do to achieve a successful performance and development outcome for the cycle
- End of cycle. All staff notified of their performance and development outcome and all data submitted to the Department by 30th April 2016

Appraisal Meetings Focus:

***Please note that a more detailed outline of the 3 meetings including the role of the appraiser is explained in the Dandenong High School Appraisal Process documents available on the school website.**

| Teaching Staff | ES Staff |
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| <p>Introductory Meeting 1 –</p> <ul style="list-style-type: none">• Ensure staff member has clarity of process• Discuss PDP, provide detailed feedback on SMART goals selected and refine where required• Discuss and agree on allocation of weightings | <p>Introductory Meeting 1 –</p> <ul style="list-style-type: none">• Ensure staff member has clarity of process• Discuss appraisal plan presented and ensure that staff member is meeting requirements and has identified a range of evidence that they will use to |

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| <ul style="list-style-type: none"> • Discuss the range evidence selected to demonstrate Performance Development requirements <p>*Please note that a staff member may make changes to their PDP in consultation with their appraiser after this or the mid cycle meeting (meeting 2 outlined below). A copy of the updated PDP is then emailed to their appraiser.</p> <p>Mid Cycle Meeting 2 –</p> <ul style="list-style-type: none"> • Before the meeting staff member to reflect on the process up till this point and what they have achieved. • During the meeting appraiser and staff member discuss progress so far ensuring that the staff member is working towards their identified goals and that they are collecting evidence • Identify and discuss any issues that are apparent. Redefine goals if necessary, provide further support if required • Staff member to be given detailed feedback in writing. <p>*If a staff member is identified as being at risk of not meeting the Performance and Development Requirements, then this must be clearly communicated to the staff member in writing before the 1st March, with what they need to do to successfully complete the process. Additional support and monitoring may be required at this point</p> | <p>demonstrate that they have met the standards</p> <ul style="list-style-type: none"> • Discuss refinement of appraisal plan if required • Ensure that staff member has completed professional learning sheet <p>*Please note that a staff member may make changes to their appraisal plan in consultation with their appraiser after this or the mid cycle meeting (meeting 2 outlined below). A copy of the updated appraisal plan is then emailed to their appraiser.</p> <p>Mid Cycle Meeting 2 –</p> <ul style="list-style-type: none"> • Staff member to reflect on the process up till this point and what they have achieved. • Discuss progress so far ensuring that the staff member is working towards their identified goals and that they are collecting evidence • Identify and discuss any issues that are apparent. Redefine goals if necessary, provide further support if required • Staff member to be given detailed feedback in writing. <p>*If a staff member is identified as being at risk of not meeting the Standards, then this must be clearly communicated to the staff member in writing before the 1st March, with what they need to do to successfully complete the process. Additional support and monitoring may be required at this point and throughout the rest of the cycle</p> |
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| <p>End of Cycle Meeting (3) –</p> <ul style="list-style-type: none"> • Staff member demonstrates how they have met the Performance and Development Requirements for the cycle • The appraiser makes a professional judgement of how the staff member have met the requirements for each Dimension and an overall assessment is given. • Staff member is notified in writing of that assessment before the 30th April 2016 as well as being provided with detailed feedback in order to support and inform the next Performance and Development cycle | <p>End of Cycle Meeting (3) –</p> <ul style="list-style-type: none"> • Staff member presents evidence to demonstrate if they have met the standards • The appraiser informs the staff member of the outcome of the process in writing. Staff member will be provided with a final opportunity to present against the standards again at the end of Term 4 2015. • A final outcome will be given in writing to the staff member before the 30th April 2016. The staff member will also be provided with detailed feedback in order to support and inform the next Performance and Development cycle |
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Please note the following:

- Every staff member will be given detailed feedback both verbally in a meeting as outlined above and in writing.
- If a staff member is identified as “at risk” additional meetings and support may be required
- The school will aim to provide professional learning for all staff throughout the cycle to support their progress towards their goals
- All appraisers will undertake professional learning to ensure that there is a shared understanding of all elements of the new guidelines and a consistent process implemented across the school
- All appraisers will meet regularly with the Principal to discuss staff progress