

**Dandenong High School**

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| Appraisal Plan 2015-Education Support Staff (ESS)- |
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**PERSONAL DETAILS**

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| **Name:** |  |

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| **Record Number:** |  |

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| --- | --- |
| **Current classification:** |  |

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| --- | --- |
| **School:** |  |

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| **Appraisal period:** | **1 May 2015** | **to** | **18 December 2015** |

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| --- | --- |
| **Date plan agreed:** |  |

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| **ESS employee’s signature:** |  |  |
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| **Principal’s (or nominee’s) signature:** |  |  |

This document sets out the **‘performance standards’** applicable for employees in the Education Support Class. Ultimate responsibility for the appraisal outcomes rests with the principal or (principal’s nominee-appraiser).

Appraisal of an Education Support Class employee against the performance standards is within the context of the duties and responsibilities of the position.

The principal or (appraiser) will consider the **‘statement of performance’** in relation to each performance standard and make a decision, based on the balance of evidence, about whether the Education Support Class employee has satisfied all the standards.

***Education Support Staff Appraisal Plan***

This document is to be completed in the following way:

1. ES Appraisal meeting 1 will be held during Term 2, 2015 with their Appraiser. A copy of the appropriate documentation (Sheet one in the Appraisal Document) is to be emailed to their Appraiser at least 24 hours before the meeting
2. This first meeting will be an initial discussion regarding the completing of the ‘*Proposed performance requirement’* column for each standard

The ‘*Proposed performance requirement’* must reflect a focus on the work of Education Support Staff.

1. During September 2015 a mid-cycle appraisal meeting will be held for you to discuss how you are achieving your performance requirements. Some refining of proposed performance requirements may occur during this meeting.
2. Continue to complete *Statement of performance* column in preparation for the End-of-Cycle Appraisal meeting in Week 7-8 of Term 4, 2015
3. End of cycle Date with all data submitted to the Department 30th April 2015

| ***Performance Standards*** | ***Proposed performance requirement*** | ***Statement of Performance*** |
| --- | --- | --- |
| **1.** Be acquainted with, and effectively carry out, the responsibilities of their position as set out in the relevant position description. |  |  |
| **2.** Seeks feedback on, and improves their knowledge and skills. |  |  |
| **3.** Acts in a professional manner with colleagues and, where appropriate, with students and parents/guardians. |  |  |
| **4.** Promotes a safe and supportive school environment. |  |  |
| **5.** Understands and acts in accordance with the school’s Vision and Values statement |  |  |
| **6**. Be acquainted, and acts in accordance, with the goals and priorities as set out in the school’s strategic plan and School Improvement Framework |  |  |

Looking at the way you may demonstrate the performance standards in the **‘*Proposed performance requirements’*** section of your plan, consider the Professional Learning that may assist you to achieve your goals.

You need to select **at least one** area of Professional Learning that you will seek to attend. The Professional Learning should arise from one or more of the proposed performance requirements in your Appraisal plan.

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| ***Professional Learning (What do you want to attend?)*** | ***Outcomes achieved (What did you learn from the Professional Learning opportunity?)*** |
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***Education Support Staff***

***(Mid-Cycle meeting)***

The Mid-Cycle meeting is an opportunity for the Appraiser to discuss progress with the ESS employee. In light of this discussion it is also possible to refine the ‘proposed performance requirements’ identified in the plan, with agreement between the Appraiser and the ESS employee. Comments are to be provided by the Appraiser and the ESS employee and the page signed and dated.

**Note**: Where it is considered likely that the ESS employee may not meet one or more of the proposed goals at the end of the appraisal cycle the ESS member must be advised.

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| **Principal’s (or Appraiser’s) comments:** |

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| **ESS employee’s comments:** |

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| --- | --- | --- | --- |
| **ESS employee’s signature:** |  | **Date** |  |

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| --- | --- | --- | --- |
| **Principal’s (or Appraiser’s) signature:** |  | **Date** |  |

***Education Support Staff***

***Appraisal Assessment (End-of-Cycle meeting)***

To be completed by the Appraiser:

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| --- | --- | --- |
| Performance Standards | End of Cycle Comments | Performance Standards met |
| **The employee:** |  | **Yes** | **No** |
| **1. Effectively carries out the responsibilities of their position as set out in the relevant role description.** |  |  |  |
| **2. Seeks feedback on, and improves their knowledge and skills.** |  |  |  |
| **3. Acts in a professional manner with colleagues and, where appropriate, with students and parents/guardians.** |  |  |  |
| **4. Promotes a safe and supportive school environment.** |  |  |  |
| **5. Understands and acts in accordance with the school’s Vision and Values statement.** |  |  |  |
| **6. Is acquainted, and acts in accordance, with the goals and priorities as set out in the school’s strategic plan and School Improvement Framework**  |  |  |  |

***Education Support Class***

***Appraisal Assessment (End-of-Cycle)***

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| **Principal’s (or Appraiser’s) comments:** |

**APPRAISAL OUTCOME:**

The ESS employee must meet all **six performance standards** in the context of the duties and responsibilities of the position to have a successful appraisal outcome.

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|  **All standards met:**  |  |  | **One or more standards not met:**  |  |

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| **Principal’s or Appraiser’s signature:** |  | **Date:** |  |

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| --- |
| **ESS employee’s comments:** |

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| **ESS employee’s signature:** |  | **Date:** |  |

At the completion of the appraisal cycle a copy of this document should be provided to the ESS employee and a second copy placed in the ESS employee’s personnel file in the Finance Office.