

**Mannering Park Public School**

**Performance and Development Framework/Supervision Schedule**

**Framework Requirements**

**Term 1- By end of Week 6**

Teachers to meet annually with Supervisors to collaboratively complete the **Individual Performance and Development Plan (PDP).**

**During Semester 1**

Teachers **collect evidence** from their everyday practice to demonstrate their progression toward goals set in the PDP.

Teachers participate in **direct observation of classroom practice** with Supervisors, linked to goals set in the PDP and conducted in a collegial and supportive manner.

**End of Term 2**

Teachers meet with Supervisors to complete the **Self-Assessment Review**. This is to reflect on progression toward goals in the PDP and refine PDP goals. This is to be recorded in the PDP template.

**During Semester 2**

Teachers continue to **collect evidence and participate in direct classroom observation** to support their progression toward PDP goals

*Note- the amount and types of evidence required to substantiate progress toward PDP goals is a professional judgement made in collaboration with the teacher’s Supervisor.*

**Term 4**

Teachers to meet with Supervisor and/or Principal to facilitate the provision of an **annual review of progress** toward the goals set in the PDP and develop formal written feedback, informing the next performance and development cycle. This is recorded on the PDP template. Teachers and Supervisors should retain copies of documentation as well as kept securely within the school.

*The provision of formal written feedback is an opportunity to articulate each teacher’s achievements.*

Performance and Development Framework for Principals,

Executives and Teachers in NSW Public Schools

NSW Department of Education and Communities, December 2014.

**Program**

* Teaching and Learning Programs will be collected by Supervisors each Term on **Friday, Week 5**.
* Supervisors will provide written feedback linked to the Australian Professional Standards for Teachers (2012) to each teacher.
* Please ensure to the best of your ability that all program components are clearly visible and all teaching and learning activities have been registered and evaluated.

**Assessment**

* It is an expectation that ongoing assessment records are kept by every teacher in relation to the content they are teaching.
* Assessment records can be kept in any form, but must be recorded in some way.
* At the very least, assessment results must be recorded for each assessment set out in the School/Stage Assessment Schedule.
* In addition to the Assessment Schedule it is expected that teachers are recording data in relation to reading levels (where appropriate), sight word reading (where appropriate), ongoing spelling results, merit awards, home reading progression, etc.

**Workbooks**

* Each **fortnight** Supervisors of Class Teachers will collect and look at student workbooks.
* 5-6 workbooks will be collected from selected subject areas. Teachers should send a class list with books and ensure that all students have an opportunity for review/award.
* 2-3 book awards will be presented for each class at fortnightly assembly time. Supervisors will keep a record of award recipients.