

SCHOOL NO. 4401 - KATANDRA WEST

Policy Statement: MANAGEMENT 769 Staff Annual Reviews
769 - STAFF ANNUAL REVIEWS

Responsibility: Principal and Staff

This Policy was last ratified by School Council in 2013.

1. **PURPOSE:**

Staff Annual Reviews are a process that involve staff as part of their current employment agreement. Annual Reviews provide a valuable means for Staff to obtain performance feedback. Annual Reviews provide information that can be used in the development of Staff in regard to professional growth and future enhancement for career opportunities.
2. **GUIDELINES:**
 - 2.1 The Review process will be supportive and is part of the required Staff Annual Review.
 - 2.2 The Review process will be co-operative.
 - 2.3 The focus of the Review will be determined by the requirements set out by the Department of Education and Early Childhood Development. (DEECD).
 - 2.4 Confidentiality will be strictly adhered to.
 - 2.5 Feedback to Staff will be accurate, constructive and encouraging.
 - 2.6 If needed, a timeline involving a structured Professional Development plan will be developed.
 - 2.7 A list of personal goals or challenges, taking into consideration long and short-term career goals, may be included.
 - 2.8 The Department of Education and Early Childhood Development (DEECD) Annual Review documentation for various Staff categories will be used for Mid-cycle and End of cycle Reviews.
 - 2.9 After your Review you will develop a personal Action Plan (including timeline, resourcing, goals etc).
 - 2.10 On completion of the process, staff will be told the outcome of the review and will receive a copy of the Annual review report. Another copy will be put into their Staff personal file.
 - 2.11 The process may require in school release of Staff, or internal arrangements, to enable Staff to be available when required.
 - 2.12 Staff Meetings will be forums for Professional Development regarding Annual Review. (This may involve guest speakers/consultants, videos, sharing ideas, workshops, etc).
 - 2.13 Casual Replacement Teacher arrangements will be negotiated by the Principal.
 - 2.14 The Principal, in consultation with Staff, may vary this policy if circumstances require it.