Annual Review

RATIONALE  The notion of review acknowledges the vital importance of teachers. It is designed to encourage excellence in teaching. The process supports professional growth through review, feedback, recognition of achievements and encouragement of continued development.

AIMS
• to enhance the learning of each student.
• to adopt a best practice approach to our work.
• to provide a working environment that encourages and rewards skill and dedication.
• to provide formal feedback to teachers enabling career development through professional development and other means.

IMPLEMENTATION

It is the Principal’s responsibility to implement the review policy.

• Appraisal and review are complementary as two means to bring about improved teacher skills.
• The cycle commences with discussion and goal setting for the appropriate professional standards in relation to the teachers experience and role in the school.
• A mid-year review shall be a formal element in ongoing feedback of performance and shall assess progress towards the agreed goal.
• Assessment at the end of the cycle will relate achievement to these goals and appropriate rewards and will work towards the commencement of the next cycle.

Principal’s role -  
* ensure teachers understand the process  
* provide copies of the appropriate pro forma  
* ensure teachers understand the professional standards for their level, the Principal’s expectations of performance and how this relates to duties.  
* encourage the monitoring/appraisal process.  
* encourage reflective thinking and use of the pro forma  
* ensure appropriate feedback and support  
* support agreed Professional Development plans  
* ensure appropriate support  
* keep, file and provide accurate reports.

Teacher’s role -  
* understand the process, professional standards and how they relate to their specific duties  
* clarify Principal’s expectations  
* demonstrate achievement of these standards  
* make appropriate notes on their copy of the pro forma  
* identifying areas of performance which are satisfactory or may require improve.  
* form a personal PD plan and access the activities available.
EVALUATION

This Policy will be reviewed as part of the school’s review cycle.

Staff feedback, Achievement of Professional Development Plans.