



**Performance and Development Framework Team  
Implementation Plan**

**Project Focus Areas for Performance and Development Framework (PDF) Implementation in 2015/2016:**

1. The **embedment of the *Australian Professional Teaching Standards*** (APSTs) in performance and development initiatives for *all* staff.
2. Establish effective **goal setting processes** through Performance and Development Plans (PDPs) and Performance and Development Reviews.
3. Establish and implement a consistent model for collegial **lesson observations and feedback**.
4. Plan and execute required **professional learning** aligned with the *Australian Professional Standards for Teachers*.
5. Develop a **thorough understanding of the accreditation maintenance processes** in preparation for all teachers being recognised at Proficient (PT) from 2018.
6. Ongoing **evaluation and refinement of all PDF processes** throughout implementation.

Focus Area	Planning	Follow up	Delegation
1. Establishing effective goal setting processes through Performance and Development Plans and related Reviews.	<p><b>Term 3</b></p> <ul style="list-style-type: none"> <li>· Exec to look at effective goal setting processes, the PDP template (look at sample PDPs) and review process + confirm schedules for PD reviews for this term</li> <li>· Staff to complete PDPs – PDP to have only one goal for Semester 2</li> </ul> <p><b>Term 4</b></p> <ul style="list-style-type: none"> <li>· Exec to discuss the types of goals for 2016 (aligned to school/faculty/personal aspects)</li> <li>· Exec to confirm and publish all PDF related deadlines for 2016</li> </ul>	<p><b>Exec Meeting - Term 3, Week 3</b></p> <p><b>Staff Meeting - Term 3, Week 3</b></p> <p><b>PDP induction workshops</b> - How to write a goal, what is the PDP? <b>As required</b></p> <p><b>PDPs due date for all staff - Term 3, Week 6</b></p> <p><b>PD Reviews to be conducted - Term 3, Weeks 8 and 9</b></p> <ul style="list-style-type: none"> <li>· Exec to coordinate with own faculties</li> </ul> <p><b>Exec to discuss goal focus areas and 2016 schedule for PDF processes - Term 4, Week 5</b></p>	<ul style="list-style-type: none"> <li>· RB to confirm and book date/s on school calendar</li> <li>· RB to source resources and run exec meeting/PL</li> <li>· KB to source resources (sample PDPs)</li> <li>· All Exec to execute PDP and PD Review deliverables by deadlines</li> <li>· All Exec to contribute to determine goal types and 2016 PDF schedule</li> </ul>



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2. Establishing and implementing an ongoing model for collegial lesson observations and feedback	<p><b>Term 3</b></p> <ul style="list-style-type: none"> <li>PDF Team to propose lesson observation model and develop related resources</li> <li>Exec to provide overview of model to be rolled out in “pilot” phase in Term 4</li> </ul> <p><b>Term 4</b></p> <p>All staff to implement “pilot” phase of Lesson Ob model as per mandatory PDF requirements</p>	<p><b>Exec Meeting</b></p> <ul style="list-style-type: none"> <li>PD Reviews – models and support</li> <li><b>Term 3, Week 8</b></li> </ul> <p><b>Exec Meeting</b></p> <ul style="list-style-type: none"> <li>Lesson ob model /resources – feedback and confirmation of model and plan of execution for Term 4 pilot phase</li> <li><b>Term 3, Week 9</b></li> </ul> <p><b>Whole staff meeting</b></p> <ul style="list-style-type: none"> <li>Feedback and Observations – overview of lesson ob model for T4 “pilot” phase implementation</li> <li><b>Term 3, Week 9</b></li> </ul>	
3. Planning and executing required professional learning aligned with the <i>Australian Professional Teaching Standards</i> .	<p><b>Ongoing</b></p> <ul style="list-style-type: none"> <li>PDF Team Planning Meeting re: PL schedule and resource creation (see below for suggested planning meeting dates and focus areas)</li> </ul>	<p>Additional PL to be phased in <i>as required</i>. This may include:</p> <ul style="list-style-type: none"> <li>Accreditation at higher levels</li> <li>Support for Exec re: PDF implementation</li> <li>Feedback and Observations</li> <li>Supervisors of PT</li> </ul>	<ul style="list-style-type: none"> <li>RB to confirm and book dates on school calendar – relief to be provided from \$5000 Ed Services grant (10 days total)</li> </ul>



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4. Developing a thorough understanding of the accreditation maintenance processes in preparation for all teachers being recognised at Proficient (PT) levels.	<b>2016 Focus</b>	<ul style="list-style-type: none"> <li>Targeted PL relating to PT practice as required (to be a part of any induction phase for new staff members).</li> </ul>	<ul style="list-style-type: none"> <li>KB to offer continued support as required</li> </ul>
5. Ongoing evaluation and refinement of all PDF processes throughout implementation.	<b>Term 4 (end of)</b>	<ul style="list-style-type: none"> <li>PDF Team to analyse staff voice surveys conducted throughout Term 3 and Term 4 to drive planning for 2016 and beyond.</li> </ul>	<ul style="list-style-type: none"> <li>KB to lead survey creation and data collection/analysis at three key points in Terms 3 and 4.</li> </ul>