| **Term** | **PDF Milestone** | **Week** |
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| **1** | * [SMART goal setting professional learning](http://pdfconnect.weebly.com/uploads/5/6/1/5/56150809/goal_setting_smart_sentence_starters_model_ct.pdf) for all staff * Staff informed of milestones/processes and timeline for 2016 | Week 1 |
| * [PDP](https://detwww.det.nsw.edu.au/media/downloads/intranet/lists/directoratesaz/humanresources/schoolteachers/performmanage/PDP_Teacher_Template.docx) draft written ready for [sign-off conversations](http://pdfconnect.weebly.com/uploads/5/6/1/5/56150809/performance_and_development_conversations_sample_qs.pdf) with line managers (see [sample PDP](http://pdfconnect.weebly.com/uploads/5/6/1/5/56150809/mock_pdp_weebly.pdf) and [reflection resource](http://pdfconnect.weebly.com/uploads/5/6/1/5/56150809/proficient_standards_mapping_activity.docx)) | Week 3 |
| * PDP sign-off meetings/feedback with line managers * Staff encouraged to [update BOSTES Portal](http://pdfconnect.weebly.com/blog/great-video-showing-teachers-how-to-log-their-professional-learning-hours-on-the-bostes-portal) (if valid) * (PDP to be submitted by end of Week 5) | Weeks  4 and 5 |
| * HSHS Learning Community Workshop – led by PDF Leadership Team * Accreditation Team Meeting | Week 6 |
| * Executive to record all PDP information on [PDP Register](http://pdfconnect.weebly.com/uploads/5/6/1/5/56150809/performance_and_development_register_update_dec_2015.docx) (including any relevant accreditation due dates this year) * Executive to update whole-school register re: accreditation due dates | Week 6 |
| * Executive to analyse [PDP data](http://pdfconnect.weebly.com/uploads/5/6/1/5/56150809/hshs_whole_school_standards_and_pl_focus_matrix_t4_2015.docx) and refine/publish updated professional learning calendar for whole school | Week 7 |
| * PDF Leadership Team meeting – check milestones, refine timeline if required, reminders/PL for upcoming milestones | Week 10 |
| * Teachers to confirm observer for Lesson Ob #1 (see [sample observation template](http://pdfconnect.weebly.com/uploads/5/6/1/5/56150809/lesson_observation_feedback_template_update_dec_2015.docx) – optional) | Week 10 |
| **2** | * Lesson observation #1 (or [leadership practice observation](http://pdfconnect.weebly.com/uploads/5/6/1/5/56150809/leadership_practice_observation_feedback_template_update_dec_2015.docx) for executive/senior executive) – includes pre-lesson discussion / lesson observation / post-lesson discussion (optional lesson observation feedback resource available) | Week 5 |
| * HSHS Learning Community Workshop – led by PDF Leadership Team * Accreditation Team Meeting | Week 6 |
| * Completion of formal review - PDP self-assessment (informal conversation with line managers re: refinements/concerns to be initiated as required) | Week 9 |
| * PDF Leadership Team meeting – check milestones, refine timeline if required, reminders/PL for upcoming milestones | Week 10 |
| * Executive to update PDP Register - record lesson observation #1 date/observer and self-assessment completion * Executive to notify line managers of any performance concerns following self-assessment period | Week 10 |
| **3** | * HSHS Learning Community Workshop – led by PDF Leadership Team * Accreditation Team Meeting | Week 6 |
| * Teachers to confirm observer for Lesson Ob #2 - this should be a different observer from Lesson Ob #1 (optional lesson observation feedback resource available) | Week 7 |
| * Lesson observation #2 (or leadership practice observation for executive/senior executive) – includes pre-lesson discussion / lesson observation / post-lesson discussion | Week 10 |
| * PDF Leadership Team meeting – check milestones, refine timeline if required, reminders/PL for upcoming milestones | Week 10 |
| * Executive to update PDP Register - record lesson observation #2 date/observer (remind relevant staff to update PL hours on BOSTES Portal) | Week 10 |
| **4** | * PDF formal end-of-cycle review meetings for teachers | Weeks  4 and 5 |
| * PDF formal end-of-cycle review meetings for executive and senior executive (final review aspect of PDP to be completed before PDP is signed by teacher and line manager) | Weeks  6 and 7 |
| * All signed PDPs saved (with teacher permission) for principal access for final sign-off * Executive to update PDP Register – review meeting completion, PDPs signed and filed, BOSTES Portal update reminder * Executive to notify line managers of any performance concerns following review period | Week 9 |
| * Staff evaluation of PDF implementation for 2016 – led by PDF Leadership Team (see [sample survey questions](http://pdfconnect.weebly.com/blog/how-did-you-go-staff-survey-questions-re-pdf-implementation)) | Week 9 |
| * PDF Leadership Team meeting – survey data analysis to inform refinements/enhancements for 2017 PDF implementation * 2017 PDF Timeline to be refined for publication on school calendar and digital files/folders set up for coming year | Week 10 |