* A **mandatory** **PDP Self-Assessment** should take place mid-way through the PDF cycle. The written reflection (approx. 200 words) should be completed by the teacher and provided to the line manager (the PDP Register should be updated). Line managers should ascertain at this stage if refinements should be made to the teacher’s PDP and/or if the teacher requires additional support (this should be especially considered for any teachers in their induction phase or those exhibiting performance concerns).
* **Two lesson observations** should take place during the PDF cycle. This may include one by Term 2, Week 5 and another by Term 4, Week 5. Where possible, the *focus of the lesson observation should be linked to one or more professional learning goals* in the observed teacher’s PDP. Lesson observations will follow the school’s nominated model. The date and observer names should be recorded on the PDP Register. *Note that lesson observation reports are NOT mandatory as per PDF policy but may be a professional learning initiative adopted by the school as a supportive measure.*
* A mandatory **PDP Review Meeting** should take place towards the end of the PDF cycle. At this meeting the teacher and line manager should discuss:
* **The teacher’s goal/s** – progress - *how has the goal changed/evolved/been achieved? Should aspects of this goal be carried over to the following year PDP? What new goals may be considered for the next PDF cycle? How have you considered faculty/stage/school planning in your goals?*
* **The Standards** that have been aligned to each goal – did these change? Encourage the teacher to consider goals to be spread across the Standards.
* **The professional learning** the teacher engaged with –what worked? What didn’t? What expertise could they now share with others? How has this professional learning benefited others? Impacted on student learning/outcomes? Who contributed to your professional learning cycle?
* **The evidence of teacher practice** that demonstrated how the teacher achieved their goal/s. How do you know your goal has been achieved?
* **Lesson observation** – reflection on the observations – what worked? What didn’t?
* Update the PDP Register and save relevant documents to the appropriate Exec folder. Permission must be sought by the teacher to keep a digital copy. *Original PDPs must be returned to the teacher.*