NB: This policy supplements the following DECD documents
- Performance and Development Policy (Policy ID no HR32), DECD, 2011
- Performance and Development Guideline (Guideline ID no HR32A), DECD, 2011

CONTEXT
‘The Performance and Development Policy promotes and supports a culture that involves individuals and teams in transforming the capacity of the South Australian education system. Its continuous cycle of performance planning, professional learning, feedback, recognition and accountability measures supports the currency and continuous improvement of our highly skilled and engaged workforce.

The Performance and Development Guideline is part of the Performance and Development Policy. It outlines an ongoing process that connects the work of all employees to organisational planning, strategic objectives and relevant performance standards through individualised planning, learning and accountability programs. The ultimate goal of the policy is to maximise learning outcomes for the children and students of South Australia.’ (Performance and Development Guideline, DECD, 2011 page 3)

INTRODUCTION
Kilparrin is committed to performance and development structures and processes that support the professional and career development of staff and the achievement of Kilparrin’s strategic directions.

PURPOSE
Kilparrin performance and development processes;
- focus on improving the quality of teaching and learning and support service delivery
- enable teachers to meet the requirements of the National Professional Standards for Teachers (February 2011)
- identify site, group and individual professional learning needs

PERFORMANCE AND DEVELOPMENT PLANNING
All Kilparrin staff document a Performance and Development Plan. This plan has three parts (see Performance and Development Guideline, DECD, 2011 pages 6-8)
- Part 1: Performance planning
- Part 2: Professional learning
- Part 3: Performance review

A Performance and Development Plan proforma to guide teachers and SSOs is available on the curriculum K:Drive (K:Personal and Professional Development)

ONGOING SUPPORT AND FEEDBACK
‘Performance conversations are not a one-off event. Coaching, support, training, feedback and recognition provided on a regular basis throughout the life of a Performance and Development Plan are essential to achieving performance improvement.’ (Performance and Development Guideline, DECD, 2011 page 8)

All Kilparrin teachers will meet with the Principal and a member of the leadership team on no less than two occasions per year.

All SSOs will meet with the SSO Line Manager and a member of the leadership team annually.

Staff need to initiate these meetings.
The Performance and Development Plan is a written record of the performance and development process. Both Principal and staff member sign the record.

When either the Principal or the staff member leaves Kilparrin the written records held by the Principal are handed to the staff member.

**UNSATISFACTORY PERFORMANCE**

‘Unsatisfactory performance occurs when an employee is not performing the duties of their role to the required standard or otherwise is not performing in a satisfactory manner.’ *(Performance and Development Guideline, DECD, 2011 page 8)*

The agreed processes for managing unsatisfactory performance are outlined in the following documents

- *Managing Unsatisfactory Performance Guideline*, (Guideline ID no HR32B), DECD, 2011

**GRIEVANCE PROCEDURES**

If staff members have concerns about the processes and outcomes of performance development, review and feedback the following steps should be followed:

- discuss your concerns directly with the Principal at a mutually convenient time
- negotiate a reasonable time for actions to be taken to address the concern/s
- if no action is taken or your concern remains, follow the above processes with the Assistant Regional Director.

**RESOURCES**

*Performance and Development Policy* (Policy ID no HR32), DECD, September 2011  
*Performance and Development Guideline* (Guideline ID no HR32A), DECD, September 2011  
*Managing Unsatisfactory Performance Guideline*, (Guideline ID no HR32B), DECD, September 2011

**NB:** A full list of references and relevant legislation is included in the *Performance and Development Guideline*, DECD, 2011 page 9.

For access to all documents relating to Performance and development;  

*Document No 5: December 2012* *(Approved at Staff meeting on Monday 10 December 2012)*  
To be reviewed in 2014 or earlier if needed