

Add Department logo

# Performance and Development Plan

## Non Teaching Staff in Schools

The Performance and Development Plan (PDP) includes:

- Part A – PLANNING AND IMPLEMENTING
- Part B – CAREER DEVELOPMENT (Optional)
- Part C – MID CYCLE SELF ASSESSMENT
- Part D – ANNUAL REVIEW
- Part E – ANNUAL REVIEW ASSESSMENT

STAFF MEMBER DETAILS		PDP FACILITATOR		PLAN DETAILS			
Name		PDP Facilitator Name		Period of Plan		to	
Position/Role		Position/Role		Mid cycle self-assessment Date			
Signature and date		Signature and date		Annual Review Date			

**PART A – PLANNING AND IMPLEMENTING**

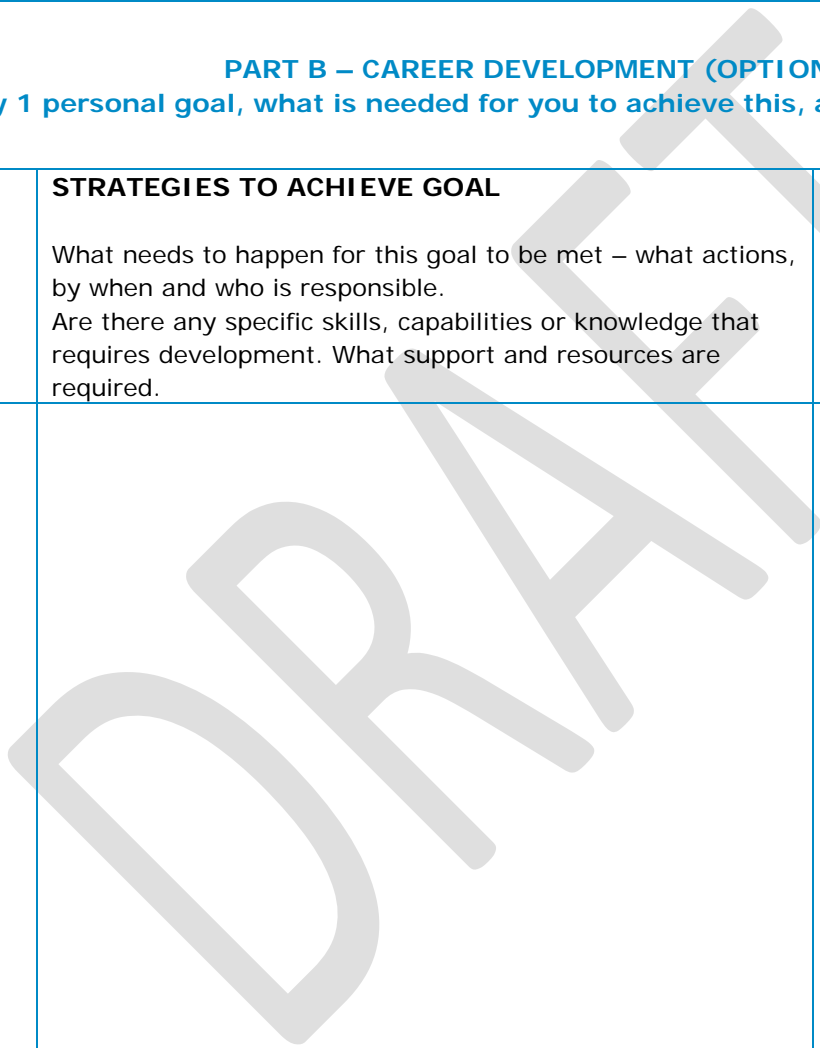
Identify 3-5 professional goals, what is needed for you to meet these goals, and how you will meet them.

<p><b>PROFESSIONAL GOALS</b> These should be based on the responsibilities identified in your statement of duties and the school plan. They should be specific and have identified standards to measure against including timeframes.</p>	<p><b>STRATEGIES TO ACHIEVE GOALS</b> What needs to happen for these goals to be met? – what actions, by when and who is responsible. Are there any specific skills, capabilities or knowledge that requires development. What support and resources are required.</p>	<p><b>PROFESSIONAL LEARNING AND DEVELOPMENT</b> How will these strategies be met – options, timeframes. How will new skills, capabilities and/or knowledge be developed – professional learning, courses, coaching.</p>

**PART B – CAREER DEVELOPMENT (OPTIONAL)**

Identify 1 personal goal, what is needed for you to achieve this, and how you will achieve it.

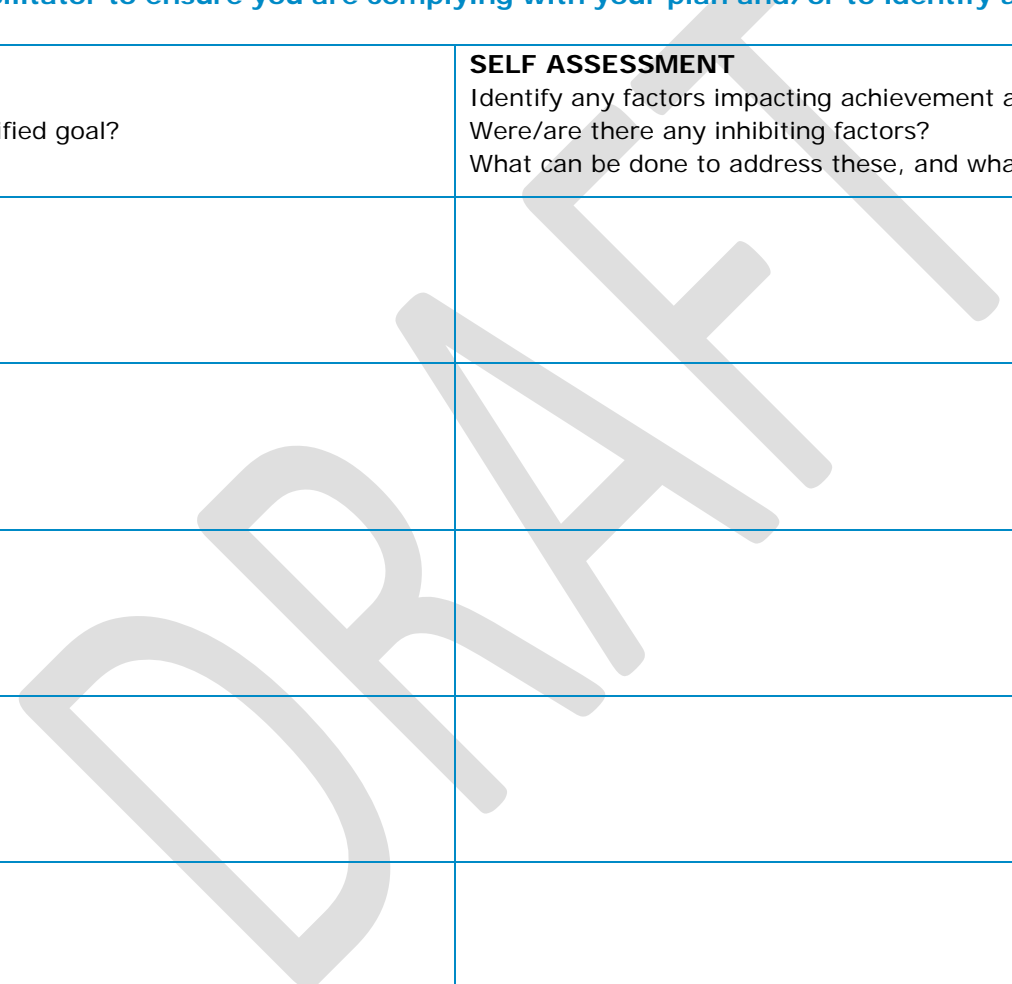
<p><b>PERSONAL DEVELOPMENT GOALS</b></p> <p>Identify any career objectives. This can be short, medium and/or long term but must be realistic and achievable.</p>	<p><b>STRATEGIES TO ACHIEVE GOAL</b></p> <p>What needs to happen for this goal to be met – what actions, by when and who is responsible. Are there any specific skills, capabilities or knowledge that requires development. What support and resources are required.</p>	<p><b>PROFESSIONAL LEARNING AND DEVELOPMENT</b></p> <p>How will these strategies be met – options, timeframes. How will new skills, capabilities and/or knowledge be developed? (professional learning, courses, coaching, shadowing, mentoring). Who can help?</p>



**PART C – MID CYCLE SELF ASSESSMENT**

1. Complete the first two columns reflecting on your progress against your goals (Parts A and B)
2. Discuss this with your PDP Facilitator to ensure you are complying with your plan and/or to identify any factors impacting on achieving the plan.

<b>PROGRESS REPORT</b> What has been achieved? What is still outstanding for each identified goal?	<b>SELF ASSESSMENT</b> Identify any factors impacting achievement and options for addressing these. Were/are there any inhibiting factors? What can be done to address these, and what strategies can be implemented?



**PART C – MID CYCLE SELF ASSESSMENT CONTINUED**  
Record here any changes/adjustments to be made (if needed).  
Staff member and PDP Facilitator to sign below.

**CHANGES TO BE MADE**  
(if applicable)

The PDP Facilitator is to sign below to indicate that the self-assessment has been sighted and the original has been retained by the staff member.

Date review undertaken

Staff member signature  
and date

PDP Facilitator signature  
and date

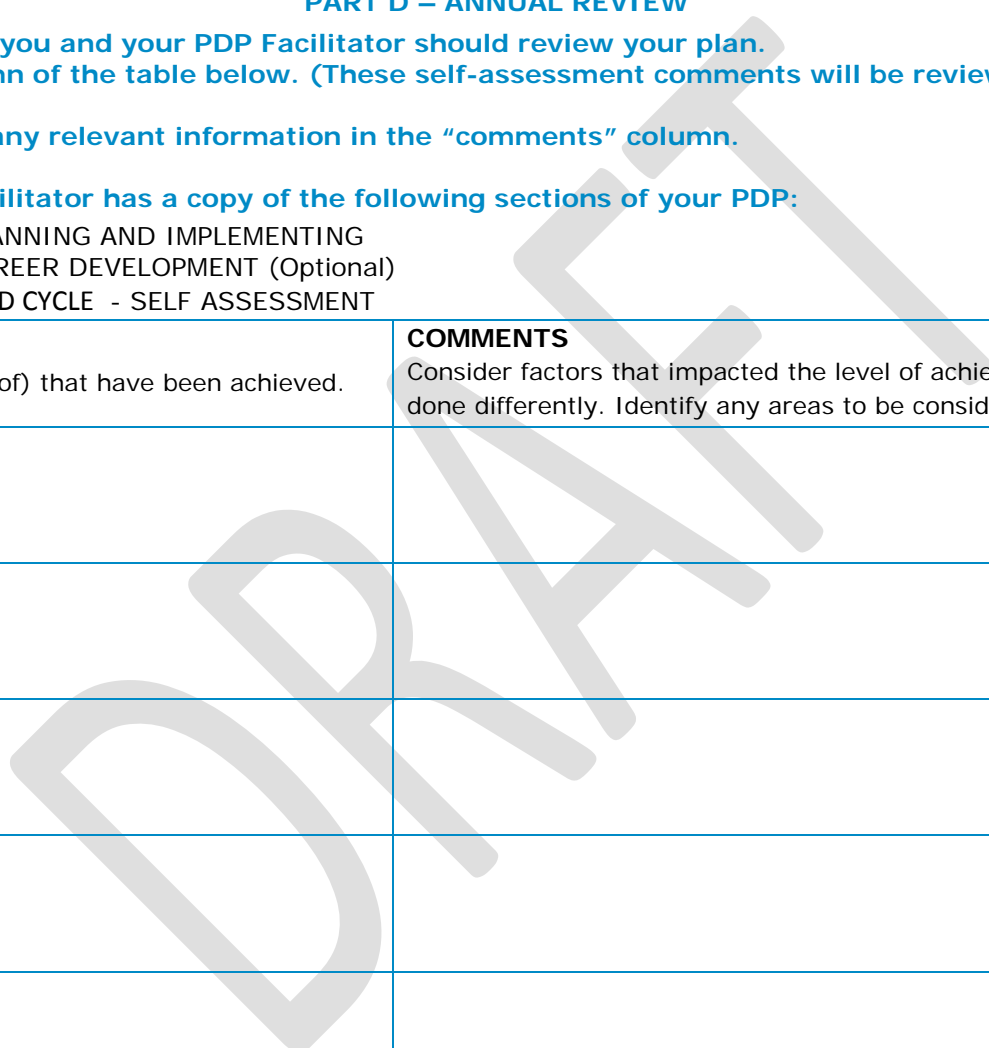
**PART D – ANNUAL REVIEW**

1. Before the annual review meeting, you and your PDP Facilitator should review your plan.
2. Complete the *Goals Achieved* column of the table below. (These self-assessment comments will be reviewed and discussed at the annual review meeting).
3. During the review meeting record any relevant information in the “comments” column.

For this meeting ensure your PDP Facilitator has a copy of the following sections of your PDP:

- Part A – PLANNING AND IMPLEMENTING
- Part B – CAREER DEVELOPMENT (Optional)
- Part C – MID CYCLE - SELF ASSESSMENT

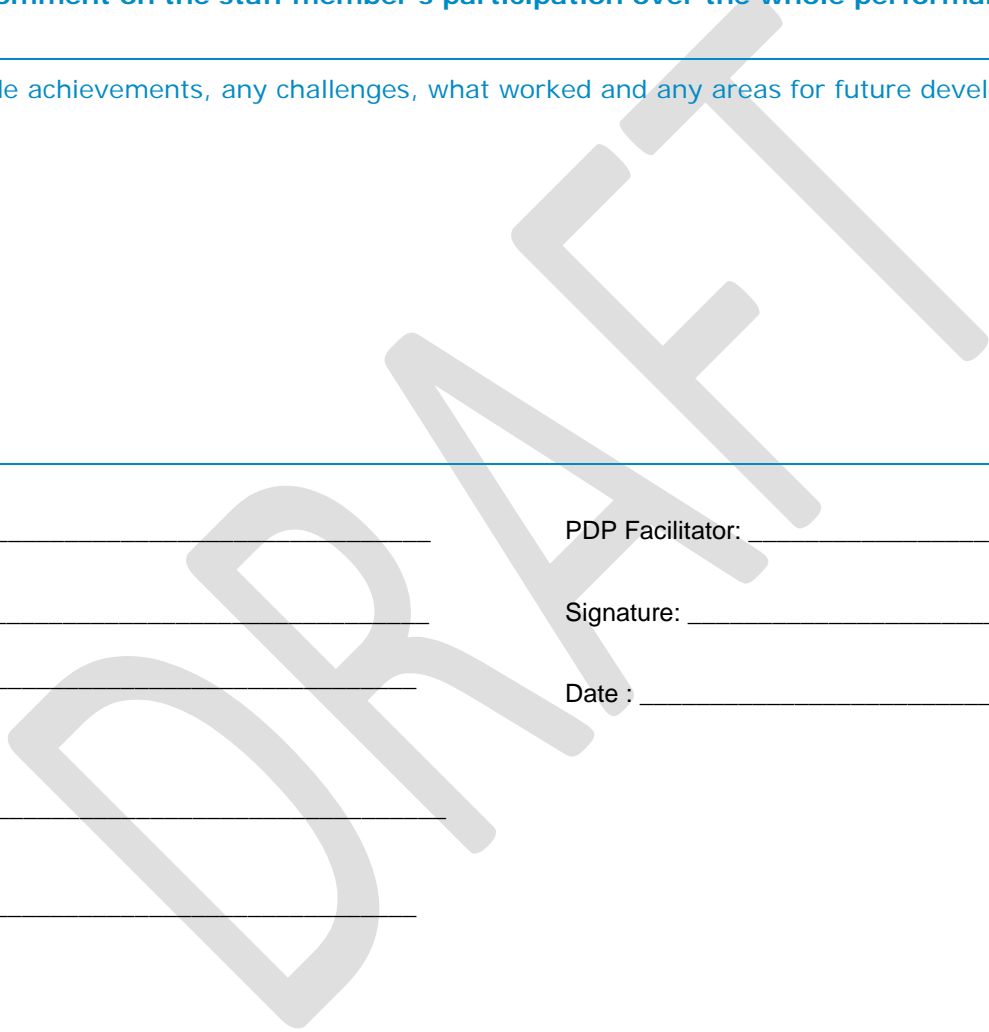
<b>GOALS ACHIEVED</b> Identify the goals (or any components thereof) that have been achieved.	<b>COMMENTS</b> Consider factors that impacted the level of achievement: what worked well, what could be done differently. Identify any areas to be considered for future planning.



**PART E – ANNUAL REVIEW ASSESSMENT**

**PDP Facilitator to comment on the staff member’s participation over the whole performance and development cycle.**

**PDP Facilitator’s comments** (include achievements, any challenges, what worked and any areas for future development).



Staff member: \_\_\_\_\_

PDP Facilitator: \_\_\_\_\_

Signature : \_\_\_\_\_

Signature: \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

Principal : \_\_\_\_\_

Date : \_\_\_\_\_

**Note:** The PDP Facilitator must ensure that:

- the staff member has a copy of the completed Annual Review Assessment;
- the original completed PDP is forwarded to the Principal for review and final sign off.
- the original completed PDP and all associated documentation is stored in a secure location