Performance and development toolkit overview

Reflection and goal setting

Resources

> Getting started survey – How do I perceive performance and development at my school?

> What is my role in the performance and development cycle?

> How can I ensure I get the most out of my goal setting?

> Goal setting guide

Professional practice and learning

Resources

> How does professional learning support my performance and development?

> How do I evidence progress against my goals?

> Examples of evidence

> How do I engage in classroom observation?

> Tips for collecting and documenting feedback

Ongoing feedback, reflection and review

Resources

> How can I initiate ongoing formal and informal feedback?

> How can I support effective peer-feedback in my school?

> How do I reflect on my own goal achievement?

> How can I make the most of my performance and development review?

> Performance and development review guide

Resource overview

> Systems of teacher appraisal and feedback that are directly linked to improved classroom teaching and student performance can increase teacher effectiveness by as much as 20 to 30%. This would lift the performance of Australia's students to the best in the world.
>
> Jensen, B & Reichl, J 2011, *Better teacher appraisal and feedback: Improving performance*, Grattan Institute, Melbourne, viewed 30 November 2012, <https://grattan.edu.au/wp-content/uploads/2014/04/081_report_teacher_appraisal.pdf>
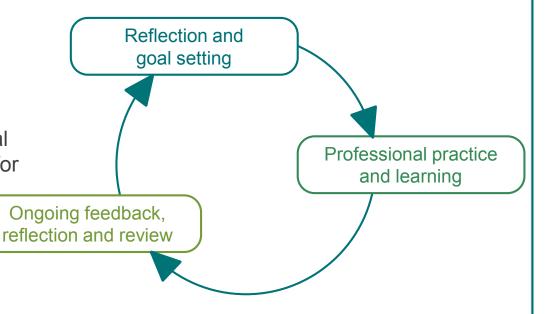
> Aligned with the Australian Teacher Performance and Development Framework, this set of resources is designed to support teacher professional growth and to ensure you get the most out of the performance and development activities in your school

> The aim of this resource is to provide you with an overview of:
> – the key phases and activities involved in a performance and development cycle
> – your role in the performance and development cycle
> – the resources that will support you in each of the phases

Reflection and
goal setting

Professional practice
and learning

Ongoing feedback, reflection
and review

Overview of the performance and development cycle

> Performance and development is a continuous cycle

> It involves teachers and school leaders working together to establish key goals and learning opportunities, monitor and evidence progress, and provide formal and informal feedback and recognition for achievement

Reflection and
goal setting

Professional practice
and learning

Ongoing feedback,
reflection and review

What is your role across key phases?

Reflection and goal setting

Reflect on practice to identify strengths and opportunities for growth that may inform your performance and development goals for the year.

Agree on goals with your school leader and identify appropriate evidence to show progress.

How you contribute:
> Reflect on your own teaching practice, informed by the Australian Professional Standards for Teachers and the shared understanding of effective teaching at your school
> Use your reflections to generate a small number of possible SMART goals
> With your school leader, agree on your areas of strength, improvement and further development
> With your school leader, review and agree on your goals
> Develop an action plan to achieve goals

Relevant resources:
> Getting started survey - How do I perceive performance and development at my school?
> Goal setting guide
> How can I ensure I get the most out of my goal setting?
> AITSL Teacher Self-Assessment Tool

![AITSL - Australian Institute for Teaching and School Leadership Limited]

What is your role across key phases?

Professional practice and learning

Engage in professional learning activities and collect evidence to reflect on and evaluate progress

How you contribute:
> Select and engage in professional learning activities
> Collect evidence to evaluate progress and to generate further reflection
> Participate in peer discussions or forums to share teaching experiences, issues, accomplishments and new solutions to issues
> Suggest changes to your goals (if required)
> Regularly assess your achievement towards your goals
> Analyse evidence (e.g. feedback, performance data) to establish a picture of your own performance and development against your goals

Relevant resources:
> How does professional learning support my performance and development?
> How do I evidence progress against my goals?
> How do I engage in classroom observation?
> Tips for collecting and documenting feedback

Reflection and
goal setting

Professional practice
and learning

Ongoing feedback, reflection
and review

What is your role across key phases?

Ongoing feedback, reflection and review

Regularly review progress, reflect on suitability of goals, growth activities and evidence, and also seek and offer feedback

How you contribute:
> Seek regular feedback and evidence on performance through a variety of sources, such as: student outcomes, school leader / peer / student / parent feedback, collaboration with peers, or classroom observation
> Initiate opportunities to give feedback and support to others on their teaching practice
> Review your own performance against your goals
> Meet with your school leader for a formal performance and development review
> With your school leader, agree on your areas of strength, improvement and further development

Relevant resources:
> [How can I initiate ongoing formal and informal feedback?](#)
> [How can I support effective peer-feedback in my school?](#)
> [How do I reflect on my own goal achievement?](#)
> [How can I make the most of my performance and development review?](#)
> [Performance and development review guide](#)

Relevant resources

> Australian Teacher Performance and Development Framework explained through the eyes of students, teachers and school leaders https://www.aitsl.edu.au/lead-develop/develop-others/build-a-professional-growth-culture

> Building a culture and cycle: case study from Australind High School, WA https://www.aitsl.edu.au/tools-resources/resource/building-a-culture-and-cycle---australind-senior-high-school-wa

> Staff feedback program: example from Clare High School, SA https://www.aitsl.edu.au/tools-resources/resource/staff-feedback-and-appraisal-program---clare-high-school-sa