

Dandenong North Primary School

Referred to in the case study and video example of effective existing practice

Contents

- **Example teacher performance and development plan (Extract)**

The attached performance and development plan, was produced by Dandenong North Primary School. The document is published courtesy of Dandenong North Primary School.

School context

Dandenong North Primary School

Dandenong, Victoria

School type: Government

Stage of schooling: Primary

School location: Metropolitan

About Dandenong North Primary School

Dandenong North Primary School has long recognised the need to support teachers to improve their practice and a central component of their performance and development work is observation and feedback. Informal and formal observation and feedback informs teacher performance and development plans, supports coaching and collegiality, and improvements in professional practice.

Questions for discussion

1. Have you identified what effective teaching looks like in your school context and with reference to the *National Professional Standards for Teachers*?
2. What protocols or procedures should be in place to use as a basis for carrying out classroom observations?
3. What processes and discussion should precede classroom observation?
4. How could your teaching benefit from receiving coaching or being a coach for others?

Note

The front page of the performance plan and the final three pages have been removed as copyright for these pages is yet to be granted. The front page includes school and teacher details and an inspirational plan. The final pages include information about the E5 instructional model, and end of cycle information such as Team Leader comments, Classroom Teacher comments, Reviewer comments, professional development focus, proposed actions and outcomes.

AITSL gratefully acknowledge the assistance of the principal and staff at Dandenong North Primary School in producing the case study and video example of practice and in providing permission to share this resource.

DANDENONG NORTH PRIMARY SCHOOL

EXPECTATIONS	SELF ASSESSMENT			EVIDENCE AVAILABILITY (Where is it?)
	1 Low	2 Med	3 High	
<p style="text-align: center;">PLANNING</p> <p>What individual planning do you use ?</p> <p>1 I am beginning my planning. 2 I am consolidating my planning 3 My planning is well established</p> <p>In working to achieve one year's academic growth in a calendar year, I have arranged for support from... (List specialists) OR I can achieve the goal without my students receiving support from literacy or ESL specialists.</p>			3	<p>I develop my weekly planning based on what we have agreed to do as an Area. As well as the previous week's assessments . We plan once a term as an Area using the VELs as the basis. My assessments are the most critical aspect of weekly planning .</p> <p>Students who I know need repetitive direct instruction participate in reading intervention and that provides me with greater opportunities to extend the students that can be taught in smaller groups as a consequence.</p> <p>Specialists (Literacy Intervention and EAL specialists) have contributed to the literacy or numeracy performance/s of my students.</p>
<p style="text-align: center;">PROFESSIONAL LEARNING</p> <ul style="list-style-type: none"> Outline the most significant professional learning or project you have undertaken this year. How has this impacted on student learning outcomes? 			3	<p>Charles Burford from the NSW Catholic University inspired me with his views on the moral purpose of teaching. He made me consider the huge role that we have in developing the "whole" child. It made me re-assess the role of data and to get things in proportion and particularly in relation to the publication of data to the "whole world".</p>

ANNUAL TEACHING STAFF PERFORMANCE REVIEW PROCESS MAY 2011 – MAY 2012

TEACHING STAFF NAME XXXXXXXXXX DATE December 2012

<p style="text-align: center;">ILP'S</p> <p>Individual Learning Plans.(ILPs)</p> <ul style="list-style-type: none"> What number of special needs (PSD)students you responsible for? What number of “A” “D” & “E” students that you are responsible for have ILPs? How often are ILPs updated? [On average] 	<table border="1"> <tr> <td colspan="3"></td> </tr> <tr> <td></td> <td></td> <td>3</td> </tr> <tr> <td colspan="3"></td> </tr> </table>						3				<p>I have one student who experienced severe language delay issues as a result of major trauma as a refugee. I have two “A” students who are performing a year above expected levels. My challenge is to keep them there. I update the ILPs by talking with these children every Term</p> <p>ILPs are updated every Term.</p> <p>A students 2</p> <p>D Students _____</p>
		3									
<p style="text-align: center;">DATA</p> <p>What data information have you used to inform your teaching?</p>	<table border="1"> <tr> <td colspan="3"></td> </tr> <tr> <td></td> <td></td> <td>3</td> </tr> <tr> <td colspan="3"></td> </tr> </table>						3				<p>Running records “I can do Maths” test – level 2, Numeracy Tests. PAT Reading On-demand testing On-line English Interview data. My own assessments, checklists and notes. Feedback</p>
		3									
<p style="text-align: center;">TECHNOLOGIES</p> <p>Explain how you have used technology to enhance your teaching this year.</p> <p>How do you use the ULTRANET ?</p>	<table border="1"> <tr> <td colspan="3"></td> </tr> <tr> <td></td> <td>2</td> <td></td> </tr> <tr> <td colspan="3"></td> </tr> </table>					2					<p>I use an interactive whiteboard extensively and for a majority of my teaching practice, I plan using my lap-top and I use flip cameras to record important classroom activities.</p> <p>Much time has been spent training teachers to use the Ultranet. I know how to set tasks and create resource pages for my students</p>
	2										

<div><div>WIDER SCHOOL RESPONSIBILITIES</div><div>Evaluate your achievements in roles other than your core responsibility.</div></div>				<div>I lead and manage the whole school self-esteem program that underpins the whole school student6 management program at the school I spend at least two hours a week coordinating the production of badges for staff, integrating the special awards into an assembly running-sheet and planning for the staff closer-encounters program.</div>
			3	<div>The website I helped develop allows teachers to easily submit awards and housepoints.</div>
<div><div>FEEDBACK</div><div><div><div>• Describe the most effective feedback you have given this year. (Teacher to student OR staff to staff)</div><div>• Have you coached anyone this year ?</div><div>• Has anyone coached you this year ?</div><div>• Describe the most effective feedback you have received this year.</div><div>• What feedback have you acted upon? How?</div><div>• Do you believe that you have become a more effective teacher during this year ? (Efficacy ?) (Rate yourself on the “efficacy scale”</div></div></div></div>				<div><div>One of my students had great difficulty making friends and was aggressive in the playground. She didn’t know how to get positive attention. I think I taught her how to make friends and I changed the attitudes of my fellow teachers as to how to interact with her in the playground. She turned from a child with difficulties into a pleasant , successful learner.</div><div>When speaking with _____ I found myself taking more time to think about what I wanted to achieve and I began to break tasks into smaller steps. This worked to achieve faster learning progress</div><div><div>“On the Journey”</div><div>“Accomplished”</div><div>X</div><div>“ Gun Teacher”</div></div></div>
			3	

<div>TEAM FOCUS</div> <div><ul style="list-style-type: none">Evaluate your role as being part of a team/s this year.Have you developed or strengthened collegiate /professional relationships this year? [Who and how?]</div>	<div></div> <div><div></div><div></div><div>3</div></div> <div></div>	<p>I'm kind of like my Area Leader's wingwoman. We work well together and my ideas contribute to the planning and pedagogy. I'm good with common-sense approaches to things. We are always sharing; we share everything we do.</p>
<div>PROFESSIONAL ASPIRATIONS</div> <div><p>What do you think should be your focus for professional improvement for the next 12 months?</p><p>Do you regularly contribute at staff meetings ?</p><p>[Use POLT, other sources of data, observations, or Teaching Standards for guidance.]</p><p>What are your talents ?</p></div>		<p>I need to be thinking about teaching another year-level. Maybe grade 4 if there is an opening. I am also interested in doing a short-term stint at a specialist school To be a good teacher you have to be able to teach everywhere.</p> <p>I always contribute at staff meetings. I wait for others, though.</p>

	MID-YEAR JUNE 11				END - of -YEAR DECEMBER 11			
		Reading	Writing	Number		Reading	Writing	Number
<u>ASSESSMENTS</u> Indicate the % of students you assessed at the following Assessment levels	A	2	2	4	A	3	2	5
	B	6	5	3	B	7	6	5
	C	10	8	10	C	9	10	8
	LOW C	2	3	3	LOW C	1	2	2
	D				D			
	E				E			
	Not assessed	1	1	1	Not assessed	1	1	1
	TOTAL 100%				TOTAL 100%			

Teachers Signature ...XXXXXXXXXXXXXXXXXXXXX.....

Date ...December 2011.....