

## STAFF PERFORMANCE REFLECTION AND DEVELOPMENT PROCESS

Staff are Child Side School's greatest resource. The premise of this process is a belief that not only children but also adults continue to grow and reflection and self evaluation as features of this process are **tools** for such growth.

This is a two-way shared responsibility process which mirrors the processes undertaken with the children and parents rather than a top-down process and will be carried out with all staff.

Performance Management: includes the day to day processes for promoting and nurturing competencies.

- **Morning Mentoring Meetings**: before children arrive between senior Educator and other Educators where planning is reviewed.
- **Staff Mentoring**: all new staff work with a mentor for the first year.
- **Fortnightly 'Village Newsletters'**: which share positive experiences as well as provide information.
- **Social Occasions**: 'Working Breakfasts on school development days that develop trust and awareness of co-workers.
- **External Networking**: is encouraged as a means to increase knowledge eg Small School Collegiate Group, Big Picture Education, National Schools Network.
- **Access to Professional Development**

Performance Review: is carried out through

- **Weekly Staff Dialogue Meetings**: where staff discuss share and reflect upon organisational successes, areas of responsibility and skills match, programs and areas of expertise and areas for improvement. Reflections from these meetings are recorded in the **Staff Dialogue Journal**.
- **Daily Staff Get-togethers at end of day**: to debrief or review events, issues, successes of the day
- **Sharing of Staff Learning Logs**: (tool educators use to make learning visible, particularly to parents, Other educators, GC and other regulatory bodies) with Senior Educator and Administrator several times a term for reflection and feedback.

Performance Appraisal: is carried out at point of need for staff experiencing difficulties or needing greater support and at least once a year for all staff through a 'Collegiate Support Framework Process'.

- Meeting time between staff to reflect on individual successes, evidence of effectiveness and areas for improvement, development and identifying ways

