<table>
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<tr>
<th>Date</th>
<th>Brief description of activity</th>
<th>Teacher / Critical friend</th>
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Reflection on one activity. Note the positive practices observed and reflections on future work.

PROFESSIONAL GROWTH AND OUTCOMES OF REVIEW

Future Focus

Critical Friend’s Comments or Team Report

PERFORMANCE AND DEVELOPMENT REVIEW

A Focus on Professional Growth

Personal Details

Name:

Record Number:

Classification:

Review Year:

Critical Friend:

Teacher's Signature:

Critical Friend's Signature: (PLT member)

• This proforma is to be used by a teacher and critical friend to record discussions about appropriate goals and strategies to be employed to support the professional growth of the teacher concerned.

• The documents are a record of the agreed goals and strategies for improvement developed for the period of Review by the teacher and reviewer. It also contains a record of teacher reflections and recommendations for the next period of Review.

• In some circumstances the Review process may include consideration of the dimensions of teaching and professional standards appropriate to the teacher's classification level. Documentation of this discussion should be in Box 1

Unsatisfactory Performance

In cases where there are serious concerns about a teacher’s professional performance, the Principal may direct a teacher to complete their Review according to the dimensions of teaching and professional standards. If a teacher is at risk of not meeting the required standard, the Principal will be responsible for making a decision based on the balance of evidence as to whether the teacher has met the required standards and qualified for an annual increment.
### Western Metropolitan Region Blueprint for School Improvement

#### Literacy Learning Focus

#### Numeracy Learning Focus

#### Tracking and Monitoring Student Performance

Please tick the feedback you have sought and used to guide your work.

- [ ] Student feedback (surveys, written and verbal)
- [ ] Colleague feedback
- [ ] Student Performance
- [ ] Aim Data
- [ ] VCE Data
- [ ] Other: ......

Briefly explain how you used the feedback to guide your action plan.

### Involvement in Teams Supporting Performance and Development

#### Name of Team that supports your PD Plan

#### Team Focus:
- **My Classroom Action Plan**

### Professional Development Planning

#### Professional Development priorities: (intentions)

#### PD undertaken (completed at the end of the year)

#### Responsibility / Leadership Position/s

#### Position/s held:

#### Developments or improvements made:

#### List indicators of improvement or success in the responsibility area