Timeline

1. Staff Briefing Tuesday, March 6th
   - Critical Friends assigned after staff consultation
   - P&D Review process explained
   - P&D Review proformas distributed

2. By the end of Term 2
   - First meeting with critical friend
   - Plan and document a program of professional growth using the guidelines set out in the Performance and Development Review proforma.
   - During the first meeting with your critical friend begin to write up the proforma in the context of the College Annual Implementation Plan (AIP).
   - Expectations of Review should be able to be met through the normal work in classrooms, KLAs and team projects.
   - In the initial meeting your PD priorities should be discussed and your critical friend will document needs and requests and hand over to the P&D Co-ordinator. Try to link the strategies you will employ to the 2007 (AIP) and the PD you may wish to undertake.
   - The first stage of P&D Review should be completed by the end of Term 2.

3. By the end of Term 3
   - Second meeting with critical friend
   - Discuss the progress you are making.
   - Make adjustments, additions etc as is necessary.

4. By the end of Term 4
   - Final meeting with critical friend
   - Reflect on practices. Review the year.
   - Focus on professional growth.
   - In the light of the whole year discuss what the “future focus” might be.
   - Complete the final part of the proforma & submit to KP.
   - Keep other documentation for future reference.

Priorities for Performance & Development 2007

- Enhance student achievement. (AIP p10)
- Improvement student motivation (AIP p11)
- Continue to improve student teacher relationships (AIP p10)
- Sustain a Performance and Development Culture (AIP p15)