



## Performance and Development Policy

### Purpose

Performance and development is an investment in people. It's a set of everyday practices that allow employees to continuously improve, make sure their work is in line with organisational purpose and to recognise and celebrate achievements. It provides ongoing development to help employees realise their potential and to focus their efforts on outcomes and improvements that are in line with organisational priorities to benefit children and young people.

Section 8 of the [Public Sector Act 2009](#) applies to the department and sets out clear requirements to establish and maintain formal performance development and management processes across the South Australian public sector.

### Scope

The policy applies to all department staff including:

- Officers of the teaching service
- Public Sector Act employees
- Corporate and school-based appointments under section 121 of the [Education and Children's Services Act 2019](#)

### Benefits

The benefits of the process is that it connects all employees to organisational planning, strategic priorities and relevant performance and professional standards through individualised planning, learning and accountability programs.

- Employees work with their leader to establish and maintain clear objectives. By doing so they build a shared understanding and agreement about improvement priorities and what success looks like.
- Comprehensive individual learning and development plans support the practice and the continuous improvement of the department's highly skilled and engaged workforce.
- Conversations and feedback between employees and leaders provide all employees with guidance and direction to support them in achieving their goals, development and wellbeing.
- Performance and development makes all employees accountable for their contribution to learning outcomes for children and young people.
- Career planning aligns individual aspiration and development with the future needs of the department.
- Monitoring progress supports recognition and celebration of achievements and the ability to provide targeted support where required.
- Making performance expectations and professional standards clear during the induction process allows and supports the effective onboarding of new employees.



## Minimum Requirements

Employees will work with their leader to create an annual Performance and Development Plan. For new employees, or employees new to their role, a written plan must be created within 2 months of starting (considering any probationary conditions).

Documented performance and development reviews must occur every 6 months from the date the plan is made and must be recorded in the Human Resource Information System (HRS).

There are 4 essential parts of formal one-on-one planning and review conversations:

- **Outcomes** to be achieved are agreed, providing clarity on individual contribution and alignment to improvement priorities.
- **Behaviours** that help or hinder performance are discussed and strategies to improve effectiveness are established.
- **Development** activities to support the achievement of work and career goals are agreed together.
- **Wellbeing** considerations and support strategies are discussed to maximise engagement and effectiveness.

While leaders are responsible for leading and supporting their employees through the performance and development process, responsibility may be delegated to emerging leaders if stakeholders agree.

## Compliance

This policy supports good governance by addressing legislative and industrial requirements, including:

- section 8 of the Education and Children's Services Act 2019 that requires the Chief Executive to maintain efficiency and competency in the teaching service
- section 8 of the Public Sector Act 2009 that requires the Chief Executive to establish and administer effective performance management and development systems for department employees.
- the Code of Ethics for the South Australian public sector (PDF 11KB)
- the Direction of the Premier – performance management and development (PDF 406KB) that requires the Chief Executive to implement a performance management and development system that, at a minimum, includes:
  - performance management and development reviews with all employees (including executives) at least twice a year
  - reporting the percentage of performance management and development reviews that have occurred within the agency, to the Commissioner for Public Sector Employment at least twice a year.

## Guidelines

The performance and development policy incorporates the:

- Performance and Development Guideline
- Induction Guideline
- Managing Unsatisfactory Performance Guideline
- Employee Recognition Guideline
- Professional Learning and Study Support Procedure.

These guidelines provide information and tools that support leaders and employees to apply effective performance and development processes in their workplace.



## Supporting Documentation

- Performance and Development guidelines.
- Department for Education Performance and Development Policy.
- Creating a Performance and Development Plan.

*Information for this policy has been taken from the South Australian Department for Education Performance and Development Policy 2021*

## Communication and review

### Outline:

- This policy is available on our school website and from the front office
- This policy has been discussed with our staff, governing council members and primary students
- This policy will be reviewed in line with the Department for Education's requirements
- Policy endorsed by Governing Council Term 1 **2023**
- This Policy will be due for review Term 3 **2023**