

PADUA COLLEGE LIMITED
ACN 072 693 700 ABN 20 072 693 700

Policy Title	Version Number	Date Issued
Performance Management and Professional Development	2.0	March 2006
		Reviewed April 2010 June 2015

1.0 Definition

Padua College as an employer is committed to:

- (a) excellence both in teaching outcomes and in the work of other staff at the College; and
- (b) ongoing professional development and '*life long learning*' of teaching staff and non-teaching staff.

2.0 Policy

1. All staff at Padua are expected to enter into a process of performance management of their work, and a plan for professional development.
2. The Rector is responsible for the performance management of the Senior Leadership Team (Vice Rectors and Business Manager). The Senior Leadership Team is responsible for the performance management of the Middle Leadership Teams as well as the teaching staff (in conjunction with the Middle Leadership Teams). The Business Manager is responsible for coordinating the performance management of support staff.
3. Performance management consists of two parts – performance against role, and professional development plan.
4. Performance management will be conducted annually. It will be generally formative but it will be summative, when required by contract.
5. Staff members will be given a copy of both their formative and summative reviews, and the chance to comment on them.
6. Responsibility for individual professional development rests not only with the senior leadership of the College, but individual staff members also have a responsibility for identifying professional development relevant to their present positions and career aspirations.
7. The College supports the QCT on professional development and the accountability on individual teachers for their professional development.
8. Accordingly, whilst the College will identify and have responsibility for some mandatory professional development during paid hours of work, such as pupil free days, staff members also have responsibility for undertaking professional development, particularly formal tertiary education courses, in their own time.

9. The College may support staff undertaking relevant formal tertiary education courses in their own time, through financial support – see the policy on Professional Learning and Training.
10. Where the College supports professional development of a staff member by financial support or during paid hours of work, the staff member is expected to share the learning of that professional development with staff peers.
11. A staff member's performance review and commitment to professional development is a factor that may be taken into account in appointment of staff to relieving in positions of higher responsibility.
12. The College may also adopt and support other programs for the development of staff.
13. The Rector may also develop other systems and programs, consistent with this policy, which, in the Rector's opinion, support the goals of this policy.
14. **Implementation**
The Rector is responsible for implementing this policy, as an individual responsibility, and by delegation through other staff.