

Language & Literacy Teacher PERFORMANCE Appraisal

STAFF MEMBER'S NAME

DATE OF APPRAISAL

SUPERVISOR

Introduction to this document

Staff appraisal policy It is the policy of Olympic Adult Education that all staff working four hours a week or more undertake a performance appraisal process once in a twelve month period.

Purposes The purposes of regular staff appraisals are:

- to ensure that staff have been given adequate induction information and are familiar with key aspects of the organisation, including policies and procedures and relevant information from the Australian Quality Training Framework
- to encourage staff members to critically appraise their own work and performance
- to give staff members constructive feedback on their work and performance
- to identify work related issues impacting on the person's ability to perform his or her duties effectively and efficiently
- to determine professional development needs of individual staff members
- to identify areas of career development for staff members
- to establish benchmarks against which both the worker and organisation can set goals

Sections in this appraisal This staff appraisal is divided into 5 sections:

1. Overview and Introductory Questions
2. Fulfillment of job description
3. Employee General Workplace Skills
4. Career Development
5. Summary and Goals for the next 12 months

Who sees this appraisal? A copy of the completed appraisal will be kept on file to use as a benchmark for next year's appraisal. The whole appraisal is not available to staff other than the supervisor who conducts the appraisal and the staff member and the manager .
In addition, organisational goals and comments that require action by the Committee of Management need to be passed on to them for action. These will be collated once all staff appraisals are completed and passed on in the form of a single report.

Section One: Introductory Questions

1. What are your strengths in the present role?.....

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2. What are the opportunities for improvement within your role?

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3. What part of your job do you like doing best? Why?.....

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4. What part of your job do you like doing least? Why?

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5. Are there any aspects of your job that you feel require more of you time?

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6. What strategies could you put into place to alleviate this problem?

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Section

Two: Fulfillment of Job Description

Overview of Section 1

This section of the staff appraisal is based on the staff member's areas of responsibility outlined in the job description/s.

Areas of Responsibility	Achieved/ Not achieved	Opportunities for Improvement	PD required?
1. Use adult or adolescent appropriate teaching methods and resources in all sessions.			
2. Develop and document curriculum based on the students' learning needs and goals, with reference to curriculum models, current theories of language acquisition, literacy and adult learning and the OAE curriculum policy, and in conjunction with other teachers where required			
3. Create a positive and supportive learning environment for students, including outlining the Code of Conduct once each semester.			
4. Ensure that program delivery is flexible and caters for a diversity of learning needs and styles.			
5. Incorporate the use of learning technologies and online learning for at least 15% of program hours, or as negotiated with the program coordinator.			
6. Ensure each class participates in at least one community / civic activity per semester.			
7. Supervise and support volunteer tutors to work effectively with students.			
8. Monitor and record student progress towards competencies / learning outcomes, established through the use of a range of assessment practices in line with the OAE Assessment Policy			
9. Ensure students have the opportunity to achieve whole modules or qualifications within the relevant accredited curriculum framework			

<p>10.Regularly evaluate programs and student satisfaction, including completing end-of-semester course reports.</p> <p>11.Comply with administrative requirements in accordance with organisational procedures.</p> <p>12.Maintain an up-to-date knowledge of potential pathways for students both within and outside the organisation, and incorporate pathways information as appropriate within all programs</p> <p>13. Refer students to other services such as social workers, doctors, migrant access workers, Centrelink etc for general student services.</p> <p>14. Maintain an up-to-date knowledge of the organisation's policies and procedures and the Olympic Adult Education Strategic Plan.</p>			
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Section Three: Employee General Workplace Skills

Overview of Section 3

Section 3 of this appraisal is concerned with the general workplace skills and abilities required for teachers to be able to work effectively on their own and with others in a range of situations. These are the factors that ensure a positive and productive workplace for all participants.

- 3.1 taking initiative appropriate to the job
- 3.2 problem solving within the area of responsibility
- 3.3 interpersonal abilities with students, other teachers, admin staff, volunteers, staff from other services
- 3.4 reliability
- 3.5 punctuality
- 3.6 self-management
- 3.7 accountability
- 3.8 teamwork
- 3.9 ability to take direction

Comments on any of the above

Section 4: Career Development

4.1 HAVE YOU ANY ADDITIONAL SKILLS OR OTHER AREAS OF EXPERTISE THAT YOU WISH TO USE?

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4.2 ARE YOU INTERESTED IN TAKING ON OTHER WORK WITHIN THE ORGANISATION OR THE REGION (EG. PROJECT, COORDINATION, CURRICULUM DEVELOPMENT ETC.)

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3.3 WHAT ARE YOUR LONGER TERM CAREER GOALS AND HOW CAN YOU BE ASSISTED TO MEET THESE GOALS?

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Section 5: Goals for the next 12 months

5.2 WHAT ARE YOUR GOALS FOR THE NEXT 12 MONTHS?

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5.2 HOW CAN YOU BE ASSISTED TO MEET THESE GOALS?

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5.3 WHAT DO YOU SEE AS OPPORTUNITIES FOR IMPROVEMENT WITHIN OAE?

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5.3 PROFESSIONAL DEVELOPMENT

Any areas of position description identified as needing professional development	
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Likely changes to work in the next 6 months that will require professional development	
Teacher's personal and professional development goals	

Optional Comments:

Signatures This document should be signed by both the employee and his or her supervisor.

Signature of Employee **Date**

Signature of Supervisor **Date**