

Teacher Capability Development Process - 2018

Applicable to all permanent teaching staff as well as those on fixed term contract for 12 months or more

What you need to do ... if you manage teaching staff

* Note that if you also teach yourself, you will be required to undertake the same process as your teaching staff

You will receive an invitation to a Network/Pathway Briefing for HoPPs & Line Managers on Teacher Capability Development

Attend your Network/Pathway Briefing for HoPPs & Line Managers

You will hear about:

- Teacher capability development – what it is & why it's important
- Teaching competencies
- Teacher development modules available for teacher PD
- What's required of you & when
- Support and resources available

As part of the management team for your Network/Pathway, you will also collectively discuss & confirm:

- Expectations around the timing for rollout of this process for your pathway (particularly next ADEP Check-ins)
- The list of network/pathway teaching staff required to participate

* It is recommended that HoPPs and line managers who teach as part of their role work through the staff process themselves first, so that they fully understand what's required and can support their teaching staff through the process.

You will also receive an invitation to attend a Pathway Briefing along with your teaching staff

Attend the Pathway Briefing for your teaching staff

You will support TPA Liaison in the briefing of teaching staff for your Pathway, and ensure your staff are clear on what's expected of them and when.

During this briefing session, your teaching staff will also be required to complete an online self-evaluation

Follow up non-attendees

If any of your teaching staff were unable to attend the session, you will need to follow up with them to ensure they understand the process, timing, and your expectations.

HoPPs & Line Managers will receive self-evaluation profiles for each of your teaching staff; these will be auto-generated via email to the individual staff member and to you as their line manager.

HoPPs will also receive Pathway Profiles from TPA; these are aggregate reports of self-evaluations across Pathways.

HoPP meetings with TPA Liaison & HRBPs to determine Pathway priorities

- Review Pathway profile
- Agree team PD priorities
- Agree & schedule team development activities
- Agree how team & individual development will be balanced & integrated into ADEPs

HoPPs communicate outcomes to Line Managers

In preparation for your next ADEP Check-ins with your teaching staff...

- 1 Review their self-evaluation profiles
 - Strengths & any areas for development
 - Where you think they could focus or prioritise their development efforts
- 2 Consider the suite of development modules or activities available & make a note of those that may meet the needs of your staff
- 3 Review their current development plan (the D of ADEP) and any PD leave already allocated for 2018, and consider what changes need to be made to accommodate new teacher development modules or activities.
- 4 Ensure that you are clear on how you will support your staff to balance team and individual development needs

Note: The expectation is that teacher capability development should have "first call" on at least 1 week of teacher PD leave if required.

During your next ADEP Check-ins with your teaching staff...

Discuss overall progress against ADEP Plans as you normally would **and...**
Revisit the development section of staff ADEP Plans and discuss/agree changes to the plan and to PD leave allocations if required to incorporate new teacher development modules. Ensure you also discuss and incorporate any priority development areas and activities that have been identified for the Pathway or team as a whole.

Note: The expectation is that all teachers will complete 1-2 badges through the remainder of 2018

Work with your staff to **enrol** them in their agreed development modules on Moodle via the teacher competencies homepage

Check and sign revised ADEPs and ensure your teaching staff upload them to PS (as **2018 Teacher ADEP Update**)

2019 Review of Achievements

Actively monitor overall progress, coach and support your teaching staff as they progress toward achievement of their 2018 teaching development goals

Note: Progress at an organisational, Network and Pathway level is reported monthly to the executive and cascaded to Deans and HoPPs.

You should be supporting the individual progress of your teaching staff on an ongoing basis through ADEP Check-ins, normal management activity, and more formally when they undertake their Review of Achievements in early 2019.

June/July 2018

July - December

Jan/Feb 2019