

Annual Review Meetings



Principals, deputy principals and teachers are committed to ensuring that all students experience high quality teaching and that they are supported to become effective learners

Teachers and Deputy Principals

Teachers and Deputy Principals are required to participate in an Annual Review Meeting (ARM) with the Principal or the Principal's nominee.

The purpose of the ARM is to be a formative process which focuses on:

- Affirming achievement, and
- Suggesting avenues of professional development

For teachers, this will be in accordance with the AITSL standards of professional practice (proficient level).

Education Support Employees

Education Support Employees may be required to participate in an Annual Review Meeting with the Principal or the Principal's nominee. Although it is not a requirement as it is for teachers and Deputy Principals, it is recommended as a constructive process to support the development of all staff within the school.

ARM's will focus on:

- Affirming achievement, and
- Suggesting avenues of professional development

Where meetings are required for Education Support employees, they must be advised of the issues that will be discussed within a reasonable time prior to the meeting.

Purpose

It is important to note that ARM's are not to be used as a disciplinary process and are not a substitute for implementing Clause 13 – Managing Employment Concerns.

References

- *Victorian Catholic Education Multi Enterprise Agreement 2013* (clause 24)
- AITSL standards



Resources

- Annual Review Meeting Guidelines – Teachers
- Annual Review Meeting Proforma – Teachers
- AITSL Standards – Teachers
- Annual Review Meeting Guidelines – Education Support
- Annual Review Meeting Proforma – Education Support
- Classification Descriptions – Education Support