

## Rubric Grid – We Value Engaging Professionally

Focus	Essential	Consolidating	Established	Exemplary	Evidence of Skill
	Minimum acceptable behaviour for an individual within the focus area	Advanced behaviour of an individual in the focus area – but still operating as an individual	Models, supports, encourages others and sometimes leads. Is moving to being responsible for the team and its behaviour.	Models, leads, mentors and develops the focus area in the team and across the school.	What range of evidence demonstrates the development of skills?
<b>Being a self-reflecting individual</b>	<ul style="list-style-type: none"> <li>Acknowledges the need for self-reflection</li> <li>Is able to identify their own strengths and areas to develop their capacity.</li> <li>Sets self-improvement goals to develop their capacity</li> <li>Follows school values, policies, and procedures</li> </ul>	<p><i>Plus...</i></p> <ul style="list-style-type: none"> <li>Plans and takes actions to achieve their goals.</li> <li>Reflects and assess progress towards goals at least 3 times per term</li> <li>Values being personally self-reflective, and shares with others.</li> <li>Upholds the school values, policies, and procedures</li> </ul>	<p><i>Plus...</i></p> <ul style="list-style-type: none"> <li>Reflects on goals and seeks coaching / support to achieve goals (may include PD, mentors, feedback from colleagues)</li> <li>Encourages and supports others to plan and act to achieve their goals.</li> <li>Contributes to the embedding of school values, policies and procedures</li> </ul>	<p><i>Plus...</i></p> <ul style="list-style-type: none"> <li>Mentors and coaches others to achieve their goals</li> <li>Continually self-reflects and develops goals that stretch themselves and others</li> <li>Creates opportunities for others to plan and achieve their goals</li> <li>Models and leads others to the embed the school values, policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li><i>Professional learning plans</i></li> <li><i>QCT CPD documents</i></li> <li><i>Teacher Learning Log</i></li> <li><i>360 degree feedback sheets</i></li> <li><i>Self-Improvement Template</i> <ul style="list-style-type: none"> <li><i>Capture achievements</i></li> <li><i>Goals</i></li> <li><i>Milestones</i></li> </ul> </li> </ul>
<b>Being in Professional Relationships</b> <ul style="list-style-type: none"> <li>Communication</li> <li>Respect</li> <li>Organisation</li> <li>Contribution</li> </ul>	<ul style="list-style-type: none"> <li>Checks email every day, responds to emails, and reads staff briefings before Monday morning prayer</li> <li>Makes requests that allows the staff person to respond in a timely fashion</li> <li>Attends all school related meetings on time</li> <li>Communicates with a positive tone and manner</li> <li>If there is a concern (about something / someone) then they speak to the individual who can do something about it promptly (and not everyone else)</li> </ul>	<p><i>Plus...</i></p> <ul style="list-style-type: none"> <li>Responds in a timely fashion to all requests or indicates by when they will respond (includes emails, staff briefings, personal requests, etc)</li> <li>Participates and contributes in meetings</li> <li>Is punctual and prepared for your role</li> <li>Honours requests for confidentiality (e.g. parents, students, staff, etc)</li> </ul>	<p><i>Plus...</i></p> <ul style="list-style-type: none"> <li>Shares, encourages and supports others to                             <ul style="list-style-type: none"> <li>respond and act in a timely fashion to all requests</li> <li>participate and contribute in meetings</li> <li>be punctual and prepared for their role</li> <li>deal with their concerns appropriately</li> </ul> </li> </ul>	<p><i>Plus...</i></p> <ul style="list-style-type: none"> <li>Models, leads and mentors others to                             <ul style="list-style-type: none"> <li>respond and act in a timely fashion to all requests</li> <li>participate, contribute and lead meetings</li> <li>be punctual and prepared for their role</li> <li>deal with their concerns appropriately</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Admin to ensure staff briefings are up by Sunday?</li> <li>Planning documents</li> <li>Teachers weekly planner</li> <li>Relief handbook</li> <li>Medical printout in class?</li> <li>Staff meeting minutes</li> <li>360 degree feedback document</li> </ul>

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<b>Being a reflective team</b> <ul style="list-style-type: none"> <li>• Reflecting and Assessing team against its goals</li> <li>• Reflecting and Assessing team against its covenant</li> <li>• Development of effective team members</li> </ul>	<ul style="list-style-type: none"> <li>• Sets team goals</li> <li>• Reflects on team goals once per term</li> <li>• Revisits the team covenant once per term</li> <li>• Accepts the need to develop effective team members</li> </ul>	<ul style="list-style-type: none"> <li>• Team sets milestones for goals and plans to achieve those goals (includes what, by who, and by when)</li> <li>• Reflects on team goals at each team meeting creates new actions</li> <li>• Revisits the team covenant at each team meeting</li> <li>• Acknowledges what team behaviour is inconsistent and what is consistent</li> </ul> <p><i>Plus...</i></p> <ul style="list-style-type: none"> <li>• Provides supportive feedback and coaching to one another to be effective team members</li> </ul>	<p><i>Plus...</i></p> <ul style="list-style-type: none"> <li>• Adapts actions where necessary to achieve team goals</li> </ul> <p><i>Plus...</i></p> <ul style="list-style-type: none"> <li>• Addresses actions and behaviours of individuals to ensure that the team covenant is kept</li> </ul> <p><i>Plus...</i></p> <ul style="list-style-type: none"> <li>• Requests feedback and coaching from leadership to achieve team goals and developing effective team members</li> </ul>	<p><i>Plus...</i></p> <ul style="list-style-type: none"> <li>• Visible display of progress towards team goals</li> <li>• Creates new team goals as goals are achieved</li> <li>• Shares with and mentors other teams to develop their capacity to reflect and assess themselves against their covenant</li> <li>• Shares with and mentors other teams to develop effective team habits</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Team meeting minutes</i></li> <li>• <i>360 degree feedback sheets</i></li> <li>• <i>Reflection against a negotiated criteria (effective member)</i></li> </ul>
<b>Being a team who shares responsibility</b> <ul style="list-style-type: none"> <li>• Desire and focus on team not individual</li> <li>• Accountability</li> <li>• Organisation and leadership within team</li> <li>• Team initiatives and goals</li> </ul>	<ul style="list-style-type: none"> <li>• Has a checklist for meetings and records outcomes and actions of meeting</li> <li>• Has scheduled team meetings in their diary</li> <li>• Each team member                             <ul style="list-style-type: none"> <li>○ Accepts responsibility for individual tasks</li> <li>○ Contributes ideas and thoughts to team discussions</li> <li>○ Listens &amp; is open to inputs / viewpoints</li> </ul> </li> </ul>	<p><i>Plus...</i></p> <ul style="list-style-type: none"> <li>• Reviews past meeting minutes to include in planning.</li> <li>• Each team member                             <ul style="list-style-type: none"> <li>○ Shares tasks fairly</li> <li>○ Requests support and honours commitments</li> <li>○ Shares progress to achieving their tasks</li> <li>○ Builds upon and adds to team discussions</li> <li>○ Provides constructive feedback for tasks and team discussions</li> </ul> </li> </ul>	<p><i>Plus...</i></p> <ul style="list-style-type: none"> <li>• Each team member                             <ul style="list-style-type: none"> <li>○ Supports and holds each other accountable for accomplishing tasks</li> <li>○ Leads the team at times</li> </ul> </li> <li>• Encourages / supports team to                             <ul style="list-style-type: none"> <li>○ Be prepared for meetings</li> <li>○ Create team agendas and checklists</li> <li>○ Honour commitments</li> <li>○ Contribute to the team achieving their goals</li> </ul> </li> </ul>	<p><i>Plus...</i></p> <ul style="list-style-type: none"> <li>• Shared leadership amongst all team members</li> <li>• Research, plans, models and builds team capacity within the school</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes of meetings</li> <li>• 360 degree feedback form??</li> <li>• Checklists and team planning documents</li> <li>• Diary schedules</li> </ul>