

PROFESSIONAL DEVELOPMENT POLICY

1. Rationale:

1.1 Focused and needs based professional development programs provide optimum opportunities for personal and team professional growth, enhanced diversity, organisational wellbeing, and improved student learning.

2. Aims:

- 2.1 To provide opportunity for all staff to further their professional skills and/or qualifications.
- 2.2 To ensure that staff have the necessary skills to undertake their roles at the highest level possible.
- 2.3 To provide opportunities for staff to further develop their awareness, knowledge and skills in current teaching and learning practices.
- 2.4 To develop teachers with enhanced skills that in turn will improve student learning.
- 2.5 To ensure school councillors and school volunteers, as appropriate, have the opportunity to develop the skills they need to exercise their responsibilities in the most effective manner.

3. Implementation:

- 3.1 Professional development will support the school's Strategic Plan priorities, Strategic Plan goals and personal goals of staff.
- 3.2 Each staff member will develop a personal professional development plan that is embedded within, and reflects the performance review process, Strategic Plan priorities and personal career aspirations.
- 3.3 The personal professional development plan will allow for both school identified needs, and personal development needs.
- 3.4 A staff member will be assigned the responsibility of professional development coordinator. A budget will be allocated to professional development each year. Budget implementation will allow, over time, for equity of resources amongst staff. The professional development coordinator will be responsible for its implementation.
- 3.5 Staff are able to self-fund personal professional development and further study. Any applications must be discussed with the professional development coordinator and Principal.
- 3.6 Staff are encouraged to seek professional development from other staff members within the school and through networking with other schools.
- 3.7 Staff and councillors attending professional development have a responsibility to report to the remainder of staff/councillors about the activity and its appropriateness to the school.
- 3.8 The weekly cycle of meetings for staff will include a staff professional development component.
- 3.9 For Victorian Institute of Teaching requirements, teachers must record PD undertaken. Records of professional development activities teachers keep will need to indicate:

- the date and type and hours of professional development activity
- the relationship between the standards of professional practice and the professional development activity
- whether the professional development activity provides access to research and knowledge sourced from outside the immediate school or work environment.

4. Evaluation:

- 4.1 This policy will be reviewed as part of the school's three-year review cycle. This policy was ratified by School Council on 25th November 2013.