

## PROFESSIONAL DEVELOPMENT POLICY

### SCOPE

All teachers should be aware of this policy.

### OBJECTIVE

To maintain high standards of professional competency and to provide opportunities for all teachers to have professional development on a regular basis.

To be read in conjunction with the 3.6 Performance Management Policy.

### PROCEDURES

- The Principal annually allocates professional development funds in a fair and consistent manner for all teaching staff employed by the school.
- There will be a general PD Fund and a Leadership Development/ Study PD fund.
- Heads of Department consult teachers and identify general, curriculum, pastoral or House based professional development needs of teams or individuals.
- Heads of Department and Deputy Principals recommend professional development to grow staff in key areas linked to the Annual Plan and arrange with the DP Staff PD.
- All staff participants undertaking development courses, conferences etc. must complete a professional development report place in the PD folder on Teachers Drive. They also debrief what they have learned at department level or with the wider staff.
- Aspiring leaders may apply to the Principal for funds from the Leadership Development and / or Study PD Fund for fees support and receive approval prior to commencing the course or study or leadership PD. The Principal will consider the benefits of course to the aspiring leader and the school. Any reimbursement will not exceed 50% of fees paid, up to a maximum of \$1000 p.a. Reimbursement is upon receipt of successful completion of the course or study.
- Aspiring leaders undertaking development courses, conferences, shadowing leaders in other schools etc. complete a leadership self-reflection or report and submit this to the Principal. They may also debrief what they have learned at the appropriate forum.

### RESPONSIBILITIES

This policy will be reviewed by Senior Management triennially.

Date (Policy Effective from)

2016

Review Date

Signature



2019