

Rotorua Lakes High School

Te Hā o Te Manawa RTLB Cluster 20

POLICY: PERSONNEL
PROCEDURE: Professional Learning

Ongoing professional learning contributes to building and sustaining an effective RTLB service that improves learning outcomes for all students in the cluster.

Guidelines

1. All RTLB will receive opportunities for professional learning to better meet cluster and professional goals set, and to enhance RTLB performance of casework. Professional learning is:
 - planned and based on identified cluster and RTLB needs as stated in the RTLB Charter,
 - both formal and informal,
 - evidence based,
 - responsive to, and identified from, the cluster strategic plan,
 - linked to Ministry priorities and national initiatives,
 - identified with the appraiser,
 - led by appropriate facilitators.
2. RTLB Cluster Manager and RTLB Practice Leader will be responsible for ensuring each RTLB has a plan for professional learning that is reviewed annually as part of the performance appraisal cycle.
3. RTLB Cluster Manager and RTLB Practice Leader will be responsible for implementing professional learning support for individual RTLB as identified through the performance appraisal cycle.
4. RTLB attending professional learning provided by an outside provider will feedback to the cluster within one month of attending the professional learning delivered. The forum for feedback will be negotiated with the RTLB Cluster Manager and/or the RTLB Practice Leader.
5. All professional learning that comes at some cost will be subject to RTLB finances.
6. Professional learning is funded at cluster level through the RTLB administration fund where necessary. Where possible, the RTLB management team will co-ordinate whole cluster professional learning with facilitators being brought to cluster PD days to maximise cost effectiveness.

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7. RTLB requesting to attend professional learning provided by outside providers will:
 - a) apply to attend by creating a new PD application on the PD section of Schoolgate, including details about the PD opportunity, links to a cluster or professional goal, links to the cluster strategic plan, how the PD will benefit the RTLB,
 - b) notify the RTLB Cluster Manager that a new PD request has been made,
 - c) the approval of professional learning is at the discretion of the RTLB Cluster Manager, however the criteria attached will guide decision making. Decisions will be communicated to the RTLB who made the request, and noted on the Schoolgate PD application,
 - d) if the professional learning opportunity is approved, RTLB Cluster Manager will provide RTLB with the procedures to register and pay for the course/seminar or conference, and to arrange travel and/or accommodation if required.

8. Requests for reimbursement of expenses incurred while attending approved professional learning delivered by an outside provider will be made in accordance with cluster reimbursement procedures. The RTLB who attended the professional learning will provide the RTLB Cluster Manager with the appropriate documentation before a reimbursement will be approved.

9. Performance coaching will be available to all RTLB through the RTLB Cluster Manager and/or the RTLB Practice Leaders upon request. Performance coaching is distinguished from the performance appraisal process, and is outlined in the *RTLB Professional Practice Toolkit*.

REVIEW: This procedure will be reviewed according to Te Hā o Te Manawa's triennial programme of self-review October 2019, or as required.

DATE CONFIRMED: 25 October 2016

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APPLICATIONS FOR PROFESSIONAL LEARNING CRITERIA GUIDING DECISION MAKING

<i>Criteria</i>	<i>Comment</i>
1. Cluster funding is available.	
2. Professional Learning (PL) is relevant to RTLB's current casework and areas of RTLB work.	
3. PL links to the cluster strategic plan and annual plan goals, and to cluster needs.	
4. PL links to the Funding Service Agreement's annual service priorities.	
5. PL links to professional needs identified as part of the appraisal cycle.	
6. PL opportunity is held at a suitable time so as not to severely impact on the cluster and cluster schools.	
7. PL opportunities are equitable across all RTLB.	
<p>Approved / Not Approved (circle):</p> 	