

POLICY: PROFESSIONAL DEVELOPMENT

Rationale:

In order to maximise student learning opportunities and to enhance quality curriculum delivery it is essential to have a highly trained, qualified, motivated staff. They should be improving existing skills as well as acquiring new skills and knowledge relevant to teaching and learning.

Purposes:

1. To maintain and improve the quality of learning and teaching.
2. To enhance the delivery of the curriculum.
3. To maintain and improve the quality of support services within the school.
4. To help all staff members to perform confidently and competently in a secure and supportive environment. This allows the staff members to gain satisfaction from their jobs and to maintain a high degree of relevant knowledge and skills.

Guidelines:

1. All staff will receive opportunities for professional development to better meet the goals of the school Charter and to enhance performance of curriculum delivery.
2. The Professional Development Co-ordinator will be responsible for implementing professional development support for individual staff members as identified by the Performance Management System and the school's Annual Targets
3. The DP in charge of PD and the SLT will co-ordinate school-wide professional development. They will make recommendations to the Audit Committee on requests for personal professional development that fall outside the scope of the Performance Management System, new curriculum requirements or the school's annual and Charter targets. In order to provide maximum cost effectiveness, facilitators will be brought into school rather than a small number of staff travelling to attend expensive courses.
4. The Board's equity policy will be adhered to.
5. Minimum travel reimbursement will be the equivalent bus fare or as negotiated with the Principal.
6. Staff attending courses will complete an evaluation provided by the Professional Development Co-ordinator, with a verbal report being given at a full staff meeting.
7. Any request for reimbursement for personal professional development must be made in writing to the Principal before enrolment in the course.
8. The Principal must be provided with the official documentation of successful completion before reimbursement can be approved.

REVIEW: This policy will be reviewed according to the Board of Trustees' triennial Programme of self review (MAY 2019)

DATE CONFIRMED: 24 MAY 2016