

Professional Development Policy 2016

Aims

- A. Professional development will be readily available to staff

Scope and Application

This policy is available on the school website and applies to:

- A. Employees
- B. Council

Definitions

- A. **Australian Institute of Teacher and School Leadership [AITSL] Standards** – sets out what teachers and Principals are expected to know, understand and do as part of their role

Principles

- A. To keep up to date with research and evidence based pedagogy and resources
- B. To consolidate whole school approaches to particular learning areas
- C. To explore areas the whole school has determined as a current focus
- D. To improve management and administration
- E. To gain information and assistance to implement required State and National school initiatives, for example, the Western Australian Curriculum and the National Safe Schools framework
- F. To improve staff knowledge of learning difficulties and disabilities
- G. To explore personal interests
- H. To continue training and learning and to model this to the school community
- I. To develop Leadership Capacity
- J. For staff to develop practice within the AITSL standards

Responsibilities

- A. **Council**
 1. Writing and updating this policy in consultation with relevant parties
 2. Set a budget for professional development
 3. Monitor type and number of professional development sessions attended by staff and ensure it relates to current school initiatives and addresses requirements of external bodies
 4. Engage in Development activities that relate to Governance

B. Coordinator

1. Facilitate staff discussions and decisions about professional development
2. Monitor new initiatives and requirements of external bodies
3. Ensure arrangements are made for students when staff are absent
4. Report Professional Development Activity to School Council

C. Teachers

1. Research and be involved in discussion and decisions about school focus and professional development opportunities
2. Attend professional development as desired and as required by the school
3. Complete Leave Request forms and provide reflections to staff
4. Make alternative arrangements for students affected by their absence

D. Administration Staff

1. Circulate information about professional development
2. Assist in all administrative aspects of this policy, for example, making bookings and payments

Related Legislation

- A. Teacher Registration Act 2012
- B. Independent School Teachers' Award 1976
- C. School Education Act 1999
- D. School Education Regulations 2000
- E. School Curriculum and Standards Act 1997

Related Kerry Street Documentation

- A. Leave request Form
- B. Policies including:
 1. Teacher Relief Policy
 2. Curriculum Policy

Contact Person

Enquires relating to this policy should be directed to the School Coordinator.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

Attachments

- A. Procedure

B. Leave Request Form

Review and Authorisation

- A.** This policy was authorised by the Kerry Street Community School Council on 7/6/05
- B.** Reviewed on 13/1/06 by meeting of staff and council
- C.** Reviewed September 2012
- D.** Reviewed 13-09-2016
- E.** To be reviewed by Feb 2022

Helen Sugars Duff

Professional Development Policy 2016 – Attachment A

Procedure

Priorities

- A. Teachers may be required by the school to attend professional development if the staff agrees it is important for a whole school initiative
- B. The Coordinator will ensure enough staff members attend sessions designed to assist the school implement initiatives required by the state or federal government
- C. A variety of professional development is encouraged, for example, those specifically related to a learning area and those related to overall management of relationships
- D. Teachers are encouraged to attend sessions in their areas of interest

Organisation

- A. **Staff will:**
 - 1. Consider and discuss available professional development
 - 2. Determine which sessions are likely to be of most benefit and interest
 - 3. Discuss how this may impact the school community and make arrangements to minimise any disruptions or organise alternate activities
 - 4. Complete Leave/PL request form
 - 5. Organise bookings and payment, with assistance from the Coordinator and Administration Assistant if required

Cost

- A. The teaching staff determine what professional development to attend within a budget set by council
- B. The school will pay for all professional development undertaken by teachers which could reasonably be considered to have a benefit for the school
 - 1. this does not automatically include significant training to gain personal qualifications, such as completing a Bachelor of Education or Montessori Teacher Training
- C. Staff are encouraged to take advantage of professional development organised by AISWA or where funding is available as these are economical options with no loss of quality
- D. Teachers will be paid for days they attend professional development, except after school and weekends
 - 1. If a teacher wishes to attend professional development which cannot reasonably be seen to be of benefit to the school, and a relief teacher is required to replace them, the teacher may have time off without pay, if it is possible to arrange

Teacher relief (see Teacher Relief Policy)

- A.** Disruption to classes will be considered when organising professional development
- B.** If a single teacher is on professional development, students from their class may be split between other classes or a relief teacher employed
- C.** If the entire teaching staff are attending professional development on the same day, the school may have a pupil free day

Professional Development Policy 2016 – Attachment B

Leave / Relief Request



Leave/ Relief Request

Date/s leave required:			
Type of leave requested	Sick leave Leave without pay (2 weeks notice required)	Carer's leave Professional Development/ Relief	Bereavement Leave
Sick pay, carer's leave and leave without pay	Reason: <input type="checkbox"/> Medical Certificate Attached		
Professional Development	Course Name:	Cost:	
	Provider:		
	How does the course/ workshop meet the Kerry Street Strategic Directives or School Improvement Plan?		
Have you: <input type="checkbox"/> Attached your relief plan/ notes <input type="checkbox"/> Organised for someone to cover your duty			
Staff Name		Staff Signature	
<input type="checkbox"/> Approved		<input type="checkbox"/> Not Approved	
Approved by		Signature	