

Draft 3.06 Professional Learning and Development

Rationale:

The Board of Trustees recognises that ongoing Professional Development ensures that the staff receives the assistance they require to achieve the College's Goals and Objectives, to deliver the curriculum fully, to be effective in creating learning opportunities and to advance their own personal professional development.

Purposes:

1. To ensure that the Board of Trustees allocates adequate resources for Professional Development
2. To ensure that the College's goals and objectives are **advanced and supported by school wide Professional Learning and Development**
3. To provide opportunities for all staff to develop and enhance their **teaching practice, pedagogical** and professional skills.

Guidelines:

1. The Director of Human Resources in **consultation with the Director of Curriculum and Pedagogy** will be responsible for:
 - Establishing Professional Development goals and priorities for the following year
 - Preparing a Professional Development Budget for submission to the Board of Trustees for the following year, based on the goals and priorities.
 - Receiving and approving applications for Professional Development funding
 - Monitoring Professional Development expenditure
 - Reporting to the Principal
 - Submitting an Annual Report to the Board of Trustees
2. Applications for Professional Development may be made for, but are not limited to:
 - University study
 - Courses
 - Conferences
3. All applications for Professional Development funding will be made on the appropriate application form (Appendix 1). No application will receive automatic approval. Staff will be required to share a verbal or written evaluation after their course / seminar / visit with their manager / HOD / Appraiser / Team.
4. All applications for Professional Development funding will require the approval of the appropriate Head of Department / Director. They are expected to exercise full discretion concerning the utility of the proposed course / seminar / visit.
5. Where staff member's **Professional Growth Cycle** identifies area(s) of need, the Director of Human Resources will discuss these matters with those concerned before making any recommendation regarding Professional Development.
6. The Director of Human Resources will communicate in a timely manner concerning Professional Development applications.
7. Once a Professional Development application has been approved, the applicant will be responsible for organising course enrolment, payment, transportation and course evaluation.
8. Teacher relief will be organised by the Senior Leader responsible for relief.
9. The Director of Human Resources will evaluate the matter of Professional Development outcomes against the stated goals and priorities, annually.

Conclusion:

The College Goals and Objectives are more likely to be attained and delivery of the curriculum is more effective when ongoing Professional Development opportunities are available for all staff.

Adopted by Board of Trustees

Review Date: _____ Chairperson: _____

Reviewed:

27/9/05

31/7/07

26/09/17

Next Review: 2020 – every three years



Appendix 1

Liston College

Application for Professional Development

Staff Member: _____

Department / Area: _____

Title of Course / Seminar / Visit (Please attach a copy of relevant information)

General purpose of the Course / Seminar / Visit

- ☐ Subject Related (signed off by the HOD)
- ☐ Pastoral (signed off by the Deputy Principal)
- ☐ Senior Management Professional Development (signed off by the Principal)
- ☐ Other

Date(s): _____

Provider: _____

Location: _____

Teacher Relief required: _____

Costs:

Course Fees:	_____	
Accommodation:	_____	
Transport: (.72 c / km)	_____	
Relief: (\$ 310/day)	_____	
Other:	_____	(itemise over)
TOTAL	\$ _____	

Applicant: _____ Date: _____

HOD / Deputy Principal / Principal: _____ Date: _____

NOTES

- Where possible, all applications should be received by the Professional Development Committee at least 2 weeks prior to the course/seminar/visit
- It is the applicants responsibility, once the application has been approved, to organize all facets of the course application with the provider, including the payment of fees, the reimbursement of transport and other costs etc with the Accounts Officer.
- The applicant / HOD must inform the Deputy Principal (Administration) of the dates and relief requirements. Work must be provided for relievers.
- Only one claim for transport may be made with regards to any professional development.
- All relevant details associated with the course / seminar / visit must be attached to this application form

Funding

- ☐ Curric PD: _____ (Dept)
- ☐ Literacy PD
- ☐ Numeracy PD
- ☐ S Man Courses / Meetings
- ☐ Support Staff

☐ **Approved**☐ **Declined**

M De Souza

Date