

Professional Development Policy

Background

Teaching is a complex and ever-changing profession. In order to promote professional growth, keep up to date with current teaching methodology, Department of Education and Training (DET) initiatives, school priorities and responsibilities associated with their role, school staff undertake regular professional development (PD) to ensure they have the knowledge and skills to perform their role to a high level and have a positive impact on student learning.

Purpose

To:

- Develop, implement and monitor a relevant Staff Professional Development Program.
- Ensure that all staff undertake regular professional development so they build on and extend their skills.
- Ensure that staff have the skills to implement the goals and priorities in the school's Strategic Plan, Annual Implementation Plan (AIP) and their performance and development plan and have a positive effect on student learning.
- Adheres to the DET Values of accountability, leadership, respect, impartiality, integrity, human rights and responsiveness when implementing the international students program.

Implementation

- The Principal has the overall responsibility of implementing this policy and will delegate certain roles to suitably qualified staff.
- The school will provide an adequate PD Budget, which will be reviewed annually by the Principal, Staff and School Council.
- All staff must complete an annual Performance and Development Plan (PDP) outlining their goals for the year and suggesting professional development that may assist them in achieving these goals.
- Any PD taken by staff must be linked directly to the school's Strategic Plan, AIP, their PDP Plan, role or DET initiatives. The school may also request to send staff to a professional development activity to support the school in implementing a particular initiative. In addition, when thinking about professional development they should look for courses that:
 - Assist them to meet the identified needs of students to achieve immediate goals and long-term outcomes.
 - Encourage them to find new solutions to persistent issues by challenging their assumptions about their practice.
 - Are based on current research on effective leadership, teaching and learning.
 - Link closely to school, sector and system goals and initiatives.
 - Are matched to the experiences, strengths, current knowledge, career stage and goals of the learner.
 - Are available when needed (*Australian Charter for the Professional Learning of Teachers and School Leaders- August 2012*).



- Staff PD can include and is not limited to: attending conferences/PD sessions outside the school, network meetings, personal/group professional reading activities, online courses, shadowing, coaching, visiting other schools, professional practice days (PPD), Curriculum Day initiatives and Victorian Institute of Teaching (VIT) requirements (<http://www.vit.vic.edu.au/Pages/default.aspx>) Appendix D: Effective Professional Learning demonstrates the Effective Professional Learning Model.
- Any request for PD must be made using the school's online PD system EMS360. Any information regarding the PD activity should be attached. Where practical, all submissions will be discussed with the Leadership Team for ratification.
- The school will cover all associated cost of PD activities using the PD budget. However, in certain circumstances if the costs are high, a staff member may be asked to fund part/all of the PD activity.
- After a staff member has attended a PD activity they will report their learning to other staff members and where appropriate the school community. This could be a presentation at a staff or team meeting, writing a newsletter article, sharing materials given at a PD activity or a written report to be saved on the staff server.
- Staff members are encouraged to keep a record of their own PD activities using EMS360 as they could be audited by the VIT. See the VIT website for more information on this and professional development activities-
<https://www.vit.vic.edu.au/registered-teacher/renewing-my-registration/professional-development>
<https://www.vit.vic.edu.au/media/documents/publications-and-forms/pp/professional-practice-2015/2015-2/what-happens-if-im-audited-by-the-institute>

Evaluation

- EMS360
- Professional Development Budget
- Staff PDP Plans
- Achievement of goals in AIP and Strategic Plan

Document Status

Reviewed	School Council Ratification	Next Review
June 2016	19 th July 2016	19 th July 2019
May 6- Principal May 13- Consultative committee	N/A	May 2022



Appendix D: Effective professional learning

