

## PROFESSIONAL DEVELOPMENT POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the office on 9366 2832

### PURPOSE

Focused and needs driven professional development programs provide optimum opportunities for professional growth, enhanced diversity, improved student learning, and improved effective school governance and decision making.

### SCOPE

All staff at St Albans Primary School.

### POLICY

### AIMS

The professional development policy provides guidelines to:

- Provide for professional development which is clearly focussed on improving teaching and learning practices
- Support the implementation of the School's Strategic Plan, Annual Implementation Plan and other curriculum initiative and DET priorities
- Facilitate the achievement of individual staff members' professional and career advancement goals
- Provide opportunities for all members of the school community to gain knowledge and experience related to their core work.

### IMPLEMENTATION

- Staff at St Albans Primary School will take part in professional development through weekly Professional Learning Teams (PLT) and Professional Learning Community (PLC) meetings as well as professional development offered outside the school that is deemed valuable to enhance teaching skills and improve student learning
- The School Improvement Team meets to develop a professional learning schedule each term. This includes PLT meetings, professional learning, case management and data analysis.
- Forums for professional development include whole school pupil free days, PLC meetings for teaching and non-teaching staff, Professional Learning Team (PLT) meetings, and training sessions according to the PLT schedule, network meetings, targeted professional learning days, online training modules and relevant conferences
- The School Improvement Team will be responsible for administering the professional development budget, overseeing whole school and individual planning and evaluation and reporting to School Council
- The School Improvement Team will assist in organising whole school, team and individual professional development activities as well as organising replacement teachers.

A budget will be allocated to professional development each year and adhered to. The School Improvement Team will be responsible for its implementation

- School professional development needs will be identified by the School Improvement Team, PLC Leaders, PLT teams, whole staff and other groups in the school
- Personal professional development needs will be identified through the performance review process
- Staff will be encouraged to trial new initiatives and share best practice. This will be achieved through various forums such as peer observations, organised staff professional development sessions, PLC meetings and PLT Meetings
- Staff must seek formal approval from the Principal or Assistant Principal for any activity prior to registration
- A purchase order must be completed and authorised for any activity that requires payment.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Discussed at staff meetings
- Hard copy available from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2023
Approved by	Principal
Next scheduled review date	August 2027