

Glendowie Primary School



PROFESSIONAL DEVELOPMENT POLICY

PURPOSE

- To enhance the quality of teaching and learning and ensure improved learning outcomes for all students.
- To provide teacher development opportunities in accordance with stated E.E.O. policy.
- To provide professional development as an integral part of the appraisal process.
- To meet professional development needs of individual staff as identified in the appraisal process.
- To meet identified school wide needs.
- To ensure ongoing teacher professional learning around our commitment to our local curriculum PYP.
- To allow the Board of Trustees to commit to, and plan for, ongoing improvement in their governance performance.

PROCEDURES

Money is allocated to the Professional Development budget:

- In order for staff to implement our school Annual Professional Development Plan.
- To finance the school priorities of professional development for staff.
- To support the outcome of our staff appraisal process for the previous year and make recommendations for the following year. Each year a sum will be allocated to support objectives being appraised that year.
- To support financially any additional area, because of need, that the Board of Trustees or Principal identifies from the Strategic and Annual Plan.
- To support the Induction of new staff members around our learning culture
- To support members of the management team with learning and leadership opportunities.
- To ensure maintenance of programmes which have been embedded in our learning culture of the school.
- To support staff undertaking tertiary studies.
- To support the school PYP Programme.
- To support ancillary staff undertaking further studies in education and opportunities for upskilling around school learning programmes e.g. special needs, well being, maths etc.

GUIDELINES

Major/Minor Focus

- The curriculum leader will, through consultation with the syndicate leaders and teachers, respond to requests for professional development from the review of the Major Focus recommendations.

Appraisal

- The recommendation from appraisal as outlined on the Appraisal Report will be budgeted or

resources allocated for the following year.

- Professional Development Budget is monitored monthly by the Financial Committee of the Board of Trustees, with the expectation that the allocation is used. In an event where a surplus is identified then this may be re-allocated where the greatest needs are identified.
- Recommendations to the Board are made yearly in November/December for professional development spending for the following year.

N.B. There is also an expectation that teachers undertake their own personal professional development and that some professional development is undertaken within teachers' own time. Consideration will also be given to courses, where the cost is minimal and where a reliever is not required.

- The school will take opportunities to apply for Ministry of Education Professional Development funding around areas that will make a difference to student achievement in priority areas, supporting school leadership and strengthening professional networks.
- The Board will review teacher applications for paid study leave or sabbaticals and consider the eligibility criteria for the leave. The Board will approve the application if the criteria are met and the school is able to provide relievers for the coverage period.

CONCLUSION

- The Board will provide up to a maximum of \$500 per applicant for tertiary study professional development, but may negotiate yearly the individual cost or the need to pro-rata the amount depending on the number of applicants and papers undertaken. Decisions may be made on prioritising seniority, years of continuous service, the perceived value of the study, whether previous applications had been successful, or whether the applicant had received other grants etc.
- The staff involved must notify the Board by early November their intent to study for the following year to enable the Board to budget.

Approved November 2008 Board of Trustees Meeting



Signature of Chairperson

Reviewed 24/03/2020

