Professional Development Policy

Rationale
The purpose of Professional Development is to enhance personal and work performance, personal well-being, professional knowledge and practice, career development and to maintain VIT registration, while contributing to and maintaining a strong Performance and Development Culture at Kerrimuir Primary School.

Aim
- To provide all staff with opportunities to further their professional skills and knowledge
- To develop an awareness and knowledge of current pedagogy to improve student learning
- To promote individual and collective responsibility for professional learning
- To promote, support and sustain a Performance and Development School Culture

Implementation
- Professional learning and development of all staff will reflect the priorities of the school’s Strategic Plan and the Annual Implementation Plan
- Every staff member will develop a personal professional learning and development plan as part of the annual review process; this needs to reflect the school’s goals and priorities
- A coordinator will be appointed to support the learning needs of all staff
- This coordinator will be responsible for alerting staff to relevant opportunities for professional learning, recognising individual needs and the direction of the school and DEECD
- A budget will be developed and expended in accordance with the identified areas of learning and development across the school. The coordinator will be responsible for this area
- A record of the professional learning that is attended will be placed on file with the coordinator for individual staff members
- All applications for external professional development activities will be made on the Kerrimuir Primary School Professional Development Activity Application Form
- All applications will be submitted to the coordinator where it will be presented to the leadership group/principal for approval
- All applications should be submitted a minimum of 3 weeks of the scheduled dates for the proposed Professional Development activity to allow sufficient time for approval
- Individual staff will be responsible for informing the CRT coordinator of their absence, enrolling into the professional development activity and completing order forms to ensure payment
- Professional Development activities include but are not limited to conferences, seminars, short courses (internal or external) workshops, staff exchanges, networks, committees or working parties, professional associations, mentoring schemes coaching as a participant or a coach, shadowing, critical reflection on practice, professional reading, focused consultation with colleagues, Professional Learning Teams (PLTs), studies for formal higher education programs at undergraduate or postgraduate level including research activities. All staff Professional development activities will reflect the priorities and goals of the school.
- On completion of activities participants will be required to provide a brief report on the benefits of the activity to the relevant collegiate groups where they will share, or intend to share, the information gained from the activity with their colleagues

Evaluation
This policy will be reviewed as part of the school’s 3 year review cycle.