



PROFESSIONAL DEVELOPMENT POLICY

Rationale:

Focussed and needs-driven professional development programs provide optimum opportunities for improved student learning, enhanced diversity and professional growth. Ongoing and needs-driven professional development is an obligation of all school staff and School Councillors which leads to improved, effective school governance and decision making. VIT registration requires all teachers to undergo professional development.

Aims:

- To provide opportunities for all staff to further their professional skills and/or qualifications and to develop their awareness, knowledge and skills in current teaching and learning practices.
- To develop staff with enhanced skills that in turn will improve student learning.
- To develop School Councillor skills and knowledge via professional development so that they may perform their roles to the best of their abilities.

Implementation:

- Each staff member will develop a personal professional development plan that is embedded within, and reflects, the performance review process.
- The personal professional development plan will be based on needs identified within the Annual Implementation Plan, and may include needs of a personal interest.
- An application form will be provided for staff members to fill out in advance of their professional development.
- Applications will be considered, in association with Consultative Committee guidelines, by the Principal team on a weekly basis. Successful applicants will be advised by their Domain Leader or Learning Community Leader.
- Essential professional development relating to changes in VCE Study Design will be approved. Approvals for Pathways Coordinators updating knowledge of entry requirements into further education institutions will also be given. Applications for VCE English and Mathematics moderation time will be approved throughout each school year upon request, with regard for staff timetables. Specific staff members may also be directed to attend professional development programs for the benefit of the whole school community.
- A staff member will be assigned the responsibility of professional development coordinator. This role will be to inform staff of professional development opportunities, which in turn will reflect individual staff needs as identified in performance and development plans. The coordinator will also play a role in coordinating and organising professional development activities for individuals and the whole school within a three-year plan.

- If a staff member's application for professional development is not approved there is a right of appeal process to be followed. Initial contact with the PD Coordinator is essential to commence this process.
- A data base will be maintained of all applications for professional development.
- Staff members are encouraged to seek professional development from other staff members within the school as research demonstrates this is the most effective method of professional growth.
- All staff/councillors attending professional development have a responsibility to report briefly to the relevant staff/councillors about the activity and its benefits.
- A budget will be allocated to professional development each year and adhered to. Budget implementation will allow, over time, for equity of resources amongst staff. The professional development coordinator will be responsible for its implementation.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle by School Council.

RATIFIED BY COLLEGE COUNCIL

_____ Date: __/__/__
College Council President

Review Date: August 2017