STAFF DEVELOPMENT POLICY

Rationale:
Staff Development maximises student learning outcomes, continually improves the school environment and fosters best practice in all school personnel.

Purpose:
1. To provide teachers with skills necessary to:
   - Optimise the teaching and learning environment of the school and cater for the learning needs of all children
   - Implement school priorities
   - Implement Department of Education initiatives
2. To assist staff in the enhancement of their own career path.

Guidelines for Implementation:
1. Role Statements for all staff will be revised in readiness for each school year.
2. The Assistant Principal and Leading Teacher will have individual performance plans endorsed by the Principal or the Principal's nominee, during Term 1. A feedback session regarding performance progress will be available in June. Performance Review will be finalised in December.
3. On an annual basis Teacher Class staff will participate in a review process which:
   - Is based on Professional Standards
   - Integrates the Professional Recognition Program with Personal Professional Development planning
4. Personal Professional Development Plans will be updated annually in line with the established review cycle. Personal Professional Development Plans for new teachers in the school will be established during Term 1.
5. Mentoring/Coaching program will be established in line with the annual staffing and planning processes, in which staff find support from their peers to progress towards the fulfillment of their professional goals.
6. The Staff Development Coordinator will arrange a staff development plan which:
   - Addresses the professional development needs of all staff
   - Enables staff to better meet the needs of all children
   - Facilitates the achievement of school goals, priorities and programs
   - Takes account of VELS knowledge and builds on a whole staff approach to teaching and learning professional development.
7. Staff development sessions will be held:
   - Regularly at staff meetings
   - On pupil free days
   - By special release from normal duties as necessary
   - Through informal mentoring/coaching sessions
   - During personal reading and reflection
   - Outside school hours in recognised courses and programs
8. An induction program for new and returning teachers will be conducted, as required.
9. Staff handbook and calendar will be developed, updated and issued annually.
10. Shared responsibility for the wellbeing of all staff members will be encouraged.
11. The Staff Development Coordinator will oversee the development and expenditure of the Professional Development Budget, including the needs of the Priorities and Key Teaching & Learning Areas.
12. It is an expectation that, having undertaken a professional development activity a report will be forwarded back to staff.
13. This policy will be amended and further developed in line with Flagship Strategy 4 of the Blueprint – “Creating & Supporting a Performance and Development Culture.

Resources:
Professional Standards for Teachers
Principal Class Handbook
Guidelines - Professional Recognition Program for Teachers, Department of Education, 1996
SSO Handbook
Teacher Personal Professional Development Planning - Implementation Guide.