



STAFF DEVELOPMENT PROCEDURE

RATIONALE:

All staff including **teachers and all support and grounds staff** are expected to develop professionally on an individual and school-wide basis. Staff should keep up to date professionally so that they are better able to enhance the educational opportunities of students.

GUIDELINES:

1. Staff are expected to improve their performance through individual and group development programmes.
2. Individual professional development will be negotiated each year as part of the appraisal process.
3. The Principal will consider and develop opportunities for teachers, teacher associates, administration and caretaking staff.
4. Individual professional development may take the form of
 - university papers
 - courses
 - conferences
 - seminars
5. Group development may take the form of
 - teacher only days
 - staff meetings
 - school visits
 - school-based in-service courses
 - interclass visits and observances
 - Peer professional review
 - meetings

PROCEDURES:

1. A teaching staff development committee made up of the Principal and senior management team will approve teaching staff development proposals and allocate funding if required.
2. Priority will be given to areas of focus for the school for the current year to come. All expenses for such development will be met by the school.
3. Personal Development (e.g. University papers) that is of direct benefit to the whole school will be eligible for funding of a minimum of 50%.
4. First aid courses will be fully funded.
5. All areas of Staff development carry with it a commitment to report back and share what has been gained with other staff and BOT.

Review Responsibility: *Principal, Teachers & Support Staff*

Date Confirmed: 8 March 2021

Principal: