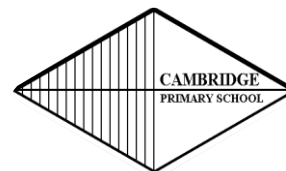


PROFESSIONAL LEARNING



Purpose

- To support the further learning of teachers' skills and expertise with particular emphasis on teaching and learning
- To complement the implementation of our Strategic Plan priority areas, through the provision of an annual professional learning plan.
- To provide opportunity for all staff to further their professional skills and/or qualifications.
- To develop teachers with enhanced skills that in turn will improve student learning and teaching practices.
- To provide an opportunity for all staff to share professional learning with the remainder of the school staff.

Guidelines

- Our Professional Learning activities will be drawn from the whole school planning process, and guided by the Professional Learning policy, coordinator and leadership team.
- Professional Learning activities will, where possible, involve the attendance of teams from the school.
- Each individual's professional learning is a shared responsibility between the school and the staff member.
- A staff member will be assigned the responsibility of professional learning coordinator. Their role will be to inform staff of professional learning opportunities, which in turn will reflect individual staff needs as identified in performance review plans.
- Personal Professional Learning plans for all staff will be prepared and agreed upon in consultation with the Principal and/or nominee by the end of Term 1.
- Each staff member will develop a personal professional learning plan that is embedded within, and reflects the performance review process.
- The personal professional learning plan will allow for school identified priorities, and those of a personal interest.
- It is recommended that Professional Learning will be recorded and monitored using the PD Tracker software program. (See Appendix 2) A staff member will be allocated the responsibility of updating and maintaining PD Tracker.
- The Professional Learning Coordinator will co-ordinate the learning and administration of the Professional Learning program and plan.
- The Professional Learning Coordinator will monitor and inform relevant staff on upcoming professional learning programs.
- All staff attending professional learning have a responsibility to report briefly to the remainder of staff about the activity and its benefits at feedback sessions in designated staff meetings.
- A program budget will be allocated to professional learning each year and adhered to. Budget implementation will allow, over time, for equity amongst staff, and include an amount for incidental professional learning.
- Professional learning is to be allocated on a needs based priority, related to the direction, priorities or initiatives of the school and DEECD. Funding will be allocated accordingly.
- Staff are to be encouraged to seek and provide professional learning from other staff members within the school.
- Staff are required to follow school procedures regarding requesting professional learning. (See Appendix 1)
- Professional learning request forms will be given to the Assistant Principal for filing and will be used as a reference for professional learning certificates.
- Professional learning will focus on the development of school based coaches, mentoring and in-house support processes within the school related to improved teaching and learning.

Implementation

Program teams have a role in the identification of Professional Learning needs.

Where necessary the Professional Learning coordinator will meet with the leadership team regularly to discuss applications from staff, committees or sections to attend programs.

The Professional Learning coordinator will be responsible for:

- the publication and implementation of agreed plans.
- the communication to staff of available Professional Learning programs.
- the provision of an appropriate proforma for applying for and assessing Professional Learning.
- the provision of opportunities for "reporting back" by the participants to other staff members.
- developing procedures for the induction of "beginning teachers", and teachers who are new to the school.
- developing an annual program budget to support Professional Learning within the school.
- all staff will have access to appropriate Professional Learning Educational In-Services.
- parents will be included and/or offered Professional Learning as is appropriate.

Evaluation

- Annual review process for school program budgets
- Survey of staff regarding appropriateness of the Professional Learning.
- As part of the professional learning process, the annual Staff Diagnostic Survey will be referred to regarding recommendations for future professional learning / processes.

Appendix:

1. Request for professional learning (found in the Professional Learning folder in Staffshare on the school network)
2. Evaluation Proforma regarding Professional Learning attended (found in the Professional Learning folder in Staffshare on the school network)
3. PD Tracker (found on the school administration network server)

<u>Ratification Date</u>	<u>Review Date</u>	<u>Policy Number</u>	<u>Version Number</u>	<u>Date Produced</u>
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