



ST. MARY'S SCHOOL, ALTONA

PROFESSIONAL DEVELOPMENT POLICY

BELIEF STATEMENTS

At St. Mary's School, we believe that our staff are our primary human resource and regular, ongoing professional development is essential in the development of competent, well trained staff.

We believe that professional development is an important catalyst in the school's pursuit of excellence.

We believe that it is important that teaching staff are skilled and conversant with modern teaching methods, practices and technology.

We believe that it is important that ESS staff are skilled and conversant with modern methods, practices and technology.

PROFESSIONAL DEVELOPMENT

Professional development can take many forms including:

- Professional reading
- Post Graduate Degree courses
- Organised Professional development activities

Whole staff professional development activities will be organised to ensure that curriculum initiatives and policy development are undertaken.

Staff at St Mary's are encouraged to attend professional development activities that support the School's Development Plan and their own Personal Development Plan.

Teachers are encouraged to maintain a record of the professional development undertaken.

PROCEDURES

Planning

In term four of each year the school's Leadership Team will assess professional development needs for the following year.

The Leadership Team will use the following criteria:

- The School's School Improvement Plan
- Personal professional development histories of staff
- Present and future program commitments of the School
- Present and future curriculum focus areas
- Specific roles and responsibilities of individuals
- Budgetary limitations
- Issues of concern within the school

School closure days will be allocated for professional development/planning for the whole staff, as appropriate.

Advertising of professional development activities

- Professional development activities will be advertised to staff.
- The Deputy Principal and Curriculum Leaders are responsible for advertising professional development activities.

Applying for professional development activities

- Expressions of Interest will be submitted to the Deputy Principal.
- Staff may be approached to undertake specific professional development activities in line with the school's Annual Action Plan or their Individual Development Plans.

Approvals

- The Curriculum Team will consider Expressions of Interest in professional development activities.
- Expressions of Interest will be given consideration by the Principal and Deputy Principal.
- Approval or non-approval of an application will be granted on the basis of the planning criteria.
- The Deputy Principal will be responsible for processing all professional development applications/arrangements.
- The Deputy Principal will be responsible for notifying staff of the success or otherwise of their application.

Reporting to staff

- Staff attending professional development activities will be expected to present a report on the professional development activity at a scheduled time.

Budget

- Professional development of staff is seen as a priority at St. Mary's. The annual budget allocation for professional development will reflect this commitment.
- The Leadership Team, in its deliberations on professional development will recommend an amount of money to be used for the release of teachers for professional development.
- A further amount will be recommended to cover the costs of professional development activities.
- It is the responsibility of the Principal to ensure that appropriate allocations are made within the school budget for professional development.

Peer Observation & Feedback

- Staff have opportunities for Peer observation and feedback.
- This may be across levels or may involve POLs.

Policy Review

This policy will be reviewed as part of the St. Mary's review cycle.

This policy was last ratified by St. Mary's staff in **MAY 2019**

