



PROFESSIONAL DEVELOPMENT POLICY

OVERVIEW

Professional learning refers to all training and development opportunities, formal and informal, individual and shared, that provide opportunities for professional discourse, interaction, practice, reflection and analysis. Professional learning can occur face-to-face, online or through other modes of delivery.

RATIONALE

- Focussed and needs driven professional development programs provide opportunities for professional growth and improved student learning.
- Complies with necessary school governance and decision making.
- Ongoing and needs driven professional development is an obligation of all teachers, administrative and leadership staff, aides and where appropriate volunteers. It is an obligation of teachers as part of their VIT registration to continuously participate in professional development.

AIMS

- To provide opportunities for all staff to further their professional skills and/or qualifications.
- To provide opportunities for staff to further develop their awareness, knowledge and skills in current teaching and learning practices.
- To further develop staff with enhanced skills that in turn will improve student learning.

IMPLEMENTATION

- An individual's professional development is a shared responsibility between the school and the staff member.
- Each staff member will develop a personal Professional Development Plan (PDP), that reflects the performance review process.
- The PDP will allow for school identified needs, personally identified areas of need and personal interest.
- All professional development opportunities are to be clearly linked to the Strategic Plan and Annual Implementation Plan, curriculum evaluations and DET initiatives.
- Student outcome data may be used by the school to assist in directing the focus of professional development.
- Each staff member's performance will be monitored each year, and feedback from student learning data, peers, observations, PLT leaders, mentors and coaches will all play significant roles in determining professional development goals.
- The Leadership Team, Professional Learning Teams, School Improvement Teams and the Professional Development Manager will collaboratively plan the focus and direction of professional development opportunities.
- The majority of professional development is to be delivered on site by experts within Gardenvale Primary School, staff from other schools and educational consultants.
- A senior staff member will be assigned the responsibility of professional development coordinator annually. Their role will be to inform staff of professional development opportunities, which in turn will reflect individual staff needs as identified in performance

review plans. The coordinator will also play a role in coordinating and organising professional development activities for individuals and the whole school, as well as communicating any replacement teacher needs with the Principal/Assistant Principal.

- A budget will be allocated to professional development each year and adhered to. The PD coordinator will be responsible for its implementation.
- Staff are encouraged to seek professional development from and provide professional development to other staff members.
- Offsite professional development will be published on the Day Sheet.
- All teachers should keep records of their professional development. These should be referenced to the Victorian Institute of Teaching standards of professional practice.
- Staff attending external professional development, have a responsibility to report back to Professional Learning Teams, Curriculum Teams or the whole staff.
- The focus for Professional Practice Days, PPD needs to be submitted to the Principal for approval using the PPD proforma.
- Professional development will be evaluated by the staff according to the impact and effect it has on student learning.

REVIEW CYCLE AND EVALUATION

This policy was last updated in November 2020 and is scheduled for review in November 2024

Approved by School Council on 1/12/20