

# Professional Development Policy

## (non-teaching staff)

<b>Date Reviewed</b>	20 <sup>th</sup> November 2019, 23 <sup>rd</sup> November 2022
<b>Date Implemented</b>	13 <sup>th</sup> August 2014
<b>Author</b>	Gail Hardman
<b>Approved By</b>	College Council / Policies sub-committee
<b>Approval Authority (Signature &amp; Date)</b>	<i>Gail Hardman 15/2/2023</i>
<b>Responsible for Review</b>	Assistant Principal – Teaching & Learning
<b>Review Date</b>	October 2025
<b>References</b>	

### RATIONALE

- Focussed and needs driven professional development programs will provide optimum opportunities for professional growth, enhanced diversity, and improved student learning at Seymour College.

### AIMS

- To provide opportunity for all non-teaching staff to further their professional skills and/or qualifications.
- To provide opportunities for all non-teaching staff to further develop their awareness, knowledge and skills in current educational and support practices.
- To develop non-teaching staff with enhanced skills that will, in turn, enhance the College's workforce profile.
- To ensure all school councillors have the opportunity to develop the skills they need to exercise their responsibilities in the most effective manner.

### IMPLEMENTATION

- Ongoing and needs driven professional development is an obligation of all professionals.
- Each individual's professional development is a shared responsibility between the school and the staff member.
- Each non-teaching staff member will develop a personal professional development plan that is embedded within, and reflects, the performance review process.
- Non-teaching personal professional development plans will allow for school identified needs and identified areas for personal growth.
- A senior staff member will be assigned the responsibility of professional development coordinator. Their role will be to inform all staff (including non-teaching staff) of professional development opportunities, which in turn will reflect individual staff needs as identified in their respective performance review plans. The coordinator will also play a role in coordinating professional development activities for both individuals and the whole school.
- A budget will be allocated to professional development each year and adhered to. Budget implementation will allow, over time, for equity of resources amongst staff. The professional development coordinator will be responsible for its implementation.

- Non-teaching staff are encouraged to seek and provide professional development from other school staff members, as well as investigating DEECD online accredited training opportunities.
- Non-teaching staff attending professional development have a responsibility to report briefly to other appropriate staff members about the activity and its benefits.
- All staff need approval for any professional development. An application form needs to be completed and discussed with the Assistant Principal. If approved, staff need to enter the date of the learning into the school calendar on Compass so they can be covered for the day.

#### **EXPECTATIONS**

- This policy will be reviewed as part of the College's review cycle.

1. This policy will be made available on the College's website.

2. This policy was ratified by College Council on 

15/02/2023
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#### **Child Safe Standards**

*"Victorian government schools are child safe environments. Seymour College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The College's Child Safety Code of Conduct is available on the school's website."*