

Professional Development Policy

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

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 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 develop teachers with enhanced skills that in turn will improve student learning.

IMPLEMENTATION

- Ongoing and needs driven professional development is an obligation of all professionals, including teachers, administrative and leadership staff, aides and some volunteers.
- Each 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 that is embedded within and reflects the performance review process, school priorities and departmental initiatives.
- Each staff member's performance will be monitored each year, and feedback from student learning data, peers, observations, area leaders, mentors and coaches will all play significant roles in determining professional development goals.
- The personal professional development plan will allow for school identified needs and identified areas of personal need.
- A senior staff member will be assigned the responsibility of professional development coordinator. 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 Assistant Principal – Strategic Resource Management or the appropriate Campus Manager.

- 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.
- Staff are encouraged to seek (and provide) professional development from other staff members.
- All staff attending professional development have a responsibility to report briefly to the Professional Learning Teams 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

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."