

MONTPELLIER PRIMARY SCHOOL

STAFF PROFESSIONAL DEVELOPMENT POLICY



Help for non-English speakers

If you need help to understand this policy, please contact the Language Loop: Phone 03 9280 1955 for interpreters or call our school office on (03) 5243 2521.

RATIONALE

Professional Development designed to enhance school operation through building skills, knowledge and attitudes to improve the delivery of curriculum to children at the school, and/or improve career choice and well-being of staff.

AIMS

To provide staff (teaching, administrative and support) together with the wider school community the opportunity to:

- improve the quality of teaching and learning
- become informed of and effectively implement initiatives of the DET
- increase staff morale and career opportunity for succession planning
- enhance and encourage leadership at all levels of school operation
- encourage a safer and healthier working environment and appropriate workplace practices and behaviors
- collaborate and network with other professionals

IMPLEMENTATION

The role of the coordinator is to:

- utilise staff expertise to deliver required Professional Development
- inform teachers of available Professional Development opportunities
- coordinate requests, approvals, bookings, payments, Casual Relief Teacher (C.R.T.) replacements and evaluation of all Professional Development attended.
- provide staff with detailed information of Professional Development they have attended throughout the year.
- provide the administration with detailed information of the Professional Development attended by staff for School Council
- organise Curriculum Days that fulfill DET, school and staff needs and requests.
- manage Professional Development Program Budget.

RESOURCES

- Resource the program in terms of finance, time and expertise.

EVALUATION

- Review Professional Development program budget to coincide with planning and resourcing for the following year.
- This policy will be reviewed as part of the school's three year review policy.

POLICY REVIEW AND APPROVAL

Policy last reviewed	2021
Approved by	Principal

Communication and feedback	This policy is always accessible on the school website and feedback from the community can be directed to the school at any time for the School Council to consider.
Next scheduled review date	2024 (3-4 Year Cycle)

If changes from the Department of Education occur or if there is feedback from the community, this policy will be reviewed.