

## **PROFESSIONAL DEVELOPMENT**

Reviewed Nov/Dec 2013 (Tracy/Donal)

### **ACTION**

1. Identify priorities for staff development according to individual and school needs associated with the Annual Plan.
2. Include a component for staff development in the school budget.
3. Relate staff development as much as possible to in-depth curriculum development and performance management in the school.
4. Develop an on-going staff development programme.
5. Achieve increased job satisfaction.
6. Increase professional effectiveness.
7. Introduce new curriculum and teaching requirements.
8. Meet the requirements of the Charter.

### **GUIDELINES**

1. Core aspects of our staff development programme will include:
  - Teacher Only Days when approved by the Board of Trustees
  - Staff Meetings
  - Syndicate Meetings
  - Learning and Teaching Meetings
2. The performance management programme will be an indicator of needs, as well as stated and/or perceived needs by/of the staff.
3. The curriculum programmes will be developed on a prioritised basis – no more than two a year.
4. Resources for staff development will include internal expertise, acknowledged personnel from the wider educational community and, where appropriate, from other relevant fields.
5. Teachers benefiting from a development plan will be expected to share their experiences with others to maximise the experience and expertise acquired.
6. Subscription to journals, periodicals, papers, and magazines are resources for professional development as are membership of, and registration with, educational organisations.
7. Relief teachers will be employed where necessary to enable attendance at development courses.
8. Expenses will be negotiated with the Principal before a course or development plan is confirmed.
9. Where selection of staff is necessary, priority will be given to permanent staff, and where the need is deemed to exist by senior management or where senior management identify the need to be.
10. Travel to any course will be paid for by the staff member. The Principal however has the discretion to contribute towards the cost of travel if these costs are considerable and it is deemed appropriate. Refer to NZEI

TERTIARY FEES SUBSIDY
<ul style="list-style-type: none"><li>• Up to 75% of costs for a masters/bachelors paper- \$2,000.00 limit</li></ul>
<ul style="list-style-type: none"><li>• Up to 75% of costs for a diploma paper</li></ul>
<ul style="list-style-type: none"><li>• No more than two papers funded per year per person.</li></ul>
<ul style="list-style-type: none"><li>• Fees paid retrospectively upon a pass</li></ul>