

Dimboola Memorial Secondary College

Teacher - Professional Development Policy



Child Safety statement:

Dimboola Memorial Secondary College believes that the safety of children is of paramount importance and as such, has a zero tolerance of child abuse. Every person involved in Dimboola Memorial Secondary College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Rationale:

- Focused and needs driven professional development programs provide optimum opportunities for professional growth, enhanced diversity, succession planning, improved student learning, effective school governance and decision making.

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 and outcomes.
- To align professional development with the current expectations of staff as outlined in the school's goals in the Strategic Plan and Annual Implementation Plan documentation.
- To ensure all school councillors have the opportunity to develop the skills they need to exercise their responsibilities in the most effective manner.
- To ensure compliance with the expectations outlined in the current Victorian Schools Agreement

Implementation:

- Ongoing and needs driven professional development is an obligation of all school professionals, councillors and some volunteers.
- Each staff member's performance will be monitored each year through the Department of Education and Training's (DET) Performance and Development process. Each staff member is expected to have professional learning goals and demonstrate evidence of goal attainment at the end of the cycle.
- The current Strategic and Annual Implementation plans, feedback from student learning data, peers through the Coaching program, instructional rounds, School visitations, mentors, coaches and 360° feedback will play significant roles in determining a Staff member's professional development.
- Each individual's professional development is a shared responsibility between the school and the staff member.
- Each year Dimboola Memorial Secondary College will have a professional development plan aligned to the Annual Implementation Plan.
- The Professional Learning Coordinator will oversee and support the professional development of staff. 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 leader will also play a role in coordinating and organising professional development activities for individuals and the whole school. Applications for professional development activities need to be submitted to the Professional Learning Coordinator for approval at least two weeks prior to attendance at the intended Professional Development activity.

- All requests for professional development activities will be considered, however some requests may be denied. If this is the case, a written explanation outlining the reason/s will be provided to the relevant staff member.
- Due to CRT limitations and occasional restrictive aspects of our school programme, teachers need to liaise with the Daily Organiser prior to any professional activities being booked.
- 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 Principal and Professional Learning Coordinator will be responsible for this budget.
- Staff are encouraged to seek (and provide) Professional Development from other staff members. Where there is a number of staff who want to attend the same Professional Development activity, and this hasn't been able to occur due to Daily organisation matters, it is an expectation of the attending staff to deliver School based professional development to the staff that weren't able to attend.
- All staff and councillors attending professional development have a responsibility to report briefly to the remainder of staff/councillors about the activity and its benefits, etc.
- In line with VIT requirements for teacher registration, 100 hours of professional development activities in the previous five years with a reference to the standards of professional practice must be completed. This includes a minimum of 50 hours of activities providing access to research and knowledge sourced from outside the immediate school or work environment and a minimum of two hours of disability focused activity per year.
- In line with the current EBA, full time staff have access to four professional practice days per year. Ideally these should be taken one per term but the timing and content of these days is negotiable with the Principal. However, they should be aligned to the current Strategic, Annual Implementation and P & D Plans. Part time staff have access to professional practice days on a pro rata basis according to the EBA.
- All requirements of the professional practice days are to adhere to the points above.
- Teaching staff must construct and maintain their own Professional development plan that outlines their Professional development for the year including their allocated Professional Practice days' preferred/actual dates and activities. Staff are to also include an evaluation of their Professional practice engagement for the year.
- All staff are to ensure that they have completed their online OHS modules and submitted evidence of completion to the Principal and the OHS Nominee and have a copy of their certificate placed in their file.
- Child safety professional development will be embedded into the school's Professional development program each year.
- The Teaching Staff's Professional development plan and evaluation must be submitted as a part of each year's Performance and Development end of cycle evidence.
- The Principal will endeavour to provide access to relevant and Department of Education and Training approved Professional development for School Council members so there is clarity of the roles and expectations of a School councillor at Dimboola Memorial Secondary College.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last reviewed in February 2021 and will be reviewed in February 2022