

# Dimboola Memorial Secondary College

## ES - 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:

- Focussed and needs driven professional development programs , aligned to the School's current Strategic plan and Annual Implementation Plans provide optimum opportunities for professional growth, enhanced diversity, school improvement, succession planning and improved student learning.

### 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 school.
- To align professional development with the current expectations of staff outlined in the school's Strategic Plan and Annual Implementation Plan documentation.

### 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 identify a professional learning goal they wish to pursue at the start of the year.
- Non-teaching personal professional development plans will allow for school identified needs and areas for professional growth.
- The Principal will oversee and support the professional development of staff. 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 by them and the leadership team.
- 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 will be responsible for this budget.
- Non-teaching staff must complete and submit a Professional Development request form to the Principal at least two weeks prior to their intended attendance at a Professional Development activity.

- All requests 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 non-teaching staff member.
- Once attendance at a Professional Development activity has been approved, the non-teaching staff member must inform the Daily Organiser so (if possible) coverage can be arranged.
- Non-teaching staff are encouraged to seek and provide professional development from other school staff members, as well as to investigate Department of Education 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, etc.
- 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.
- Education Support staff should maintain a record of their professional development.

**Evaluation:**

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

**This policy was last updated in April 2024 and will be reviewed in April 2027.**