

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:

- Focussed 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 agreed process. Each staff member is expected to complete a Statement of Expectations form and provide evidence that they have met the required standards.
- The current Strategic and Annual Implementation plans, feedback from student learning data and peers, 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 Principal 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 by them and the leadership team. Applications for professional development activities need to be submitted to the Principal 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, once this has been approved by the Principal.
- 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 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 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 one professional practice day per year. Part time staff have access to professional practice days on a pro rata basis according to the EBA.
- 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 Principal will endeavour to provide access to relevant and Department of Education 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 April 2024 and will be reviewed in April 2027