

PROFESSIONAL DEVELOPMENT POLICY

Rationale

Wallan Secondary College recognises the need for all staff to be lifelong learners. The College encourages staff members to continue to develop their professional skills and to share their learning with their colleagues. Learning is seen as having a key role in school improvement.

Professional Development (P.D) can be one of the most influential ways of improving teacher effectiveness and enhance learning opportunities for students. Teachers have a responsibility to utilise PD to meet best practice by constantly reviewing their teaching and learning strategies and by regularly trialing new approaches and ideas. It is reliant upon an understanding that PD can only be judged as really successful when there is evidence that learning has translated into actual improvements in teaching and learning, and that enhanced student outcomes have resulted. The type of PD will reflect the school's current Strategic Plan and individual learning needs of the staff members.

The College will assist staff to meet the requirements of the Victorian Institute of Teacher; to undertake and have access to 100 hours of Professional Development over a 5 year period.

Aims

Professional Development is provided to:

- ensure that staff are aware of current educational trends
- improve teaching and learning practices
- improve student outcomes

Implementation

Wherever possible the College seeks to tailor Professional Development to match the needs of the staff both individually and collectively. Wallan Secondary College provides a range of opportunities for staff to improve their effectiveness as teachers and educational support staff.

- The PD program will be overseen by the Principal, Assistant Principals,.
- A variety of PD sessions will be offered on the meeting schedule. These are in response to requests from staff and are either led by College staff members or external presenters.
- All teaching and School Support Officers are to seek approval from the Assistant Principal Teaching and Learning and Principal in order to attend external professional development.
- PD must be linked to whole school direction as outlined in the AIP/Strategic Plan.
- PD opportunities must be linked to the to staff members individual goals in their Individual Development Plan. Staff should request professional Develop and record these request in their PDP
- Financial allocations will be monitored to ensure fair and reasonable access is available to all staff
- PD should address the issues identified by staff within their job descriptions and leadership positions
- PD program will include whole school initiatives as well as selected PD within the Learning Areas.
- Recognise the validity and importance of internal PD e.g. peer observations, team teaching and ensure the formalization and recognition of these processes
- Actively encourage teachers to participate in the organization and delivery of small group PD activities within the College.
- After external PD is undertaken the teacher is expected to present the new material to relevant staff members allowing for sharing, reflection and planning.

The external PD process:

- PD Application Form completed (follow all steps on the form) and submitted with documentation to the PD Coordinator at least 6 school days prior to the activity. This includes approval from the Daily Organiser.
- PD will be approved by the Principal Team after the staff member has completed the PD Application Form. The signature of one of the Principal Team is required as approval.
- Staff member will receive a PD Approval form signed by a member of the Principal Team
- Staff member can then book PD and write up the required Purchase Order to arrange payment
- Staff member will then complete the Absence Form and submit it to the Daily Organiser
- Upon completion of PD, present to relevant group to lead/teach team of teachers/students/parents
- Enter your PD activity and certificates into your personal professional teaching portfolios.

The internal PD process:

All staff are required to keep a record of all:

- Professional learning team meetings e.g. Learning Area, House, Year Level, VCE and Staff Meetings
- Staff may keep their records by:
 - Recording PD in professional teaching portfolios
 - Keeping their own electronic records, these must meet the VIT standards).

Date of next review: March 2019

This policy was ratified by the Wallan Secondary College Council on

10th May 2016

Wallan Secondary College is committed to the protection and wellbeing of all students whilst participating in school activities both during and outside school hours. Staff have responsibility for building and maintaining a child safe environment. This responsibility extends to the identification and timely response to all concerns with regard the safety of any student of our College.