



KAIKORAI VALLEY COLLEGE

STAFF PROFESSIONAL DEVELOPMENT PROCEDURE

PURPOSE

1. To support staff in their professional growth and assist in them realizing their ambitions in the field of teaching.
2. To provide the best possible access to Professional Development opportunities, according to suggested guidelines built around the school's strategic goals which will be reviewed annually.
3. To link to staff appraisal.

GUIDELINES

1. Each year a Professional Development Committee, consisting of the senior management team, convened by the Professional Development Coordinator meets regularly to discuss Professional development needs and requests.
2. The Professional Development Committee, set priorities based on the school's strategic goals and identified staff needs for professional development, which are taken into account in the budget.
3. Professional Development needs can be identified as individual, department or whole school. These may be identified through staff appraisal, by departments, HoDs or senior management.
4. An annual plan is put together by the end of February, is circulated for comment, and brought to the Board for approval.
5. The Professional Development Coordinator reports annually to the Principal and Board of Trustees.
6. A record of staff members who have participated in Professional Development is kept by the Professional Development Coordinator and included in the report to the Board of Trustees annually.
7. Where full time staff choose to up-skill in an area that would directly benefit student learning/their qualifications, and the school budget allows, the Professional Development Committee will look to consider one third of course costs. Part time staff and teacher support staff will be considered on a case by case basis. This provision does not cover staff on paid leave.

Date of Confirmation by Policy Group	10 September 2008
Date of Confirmation by Board of Trustees	10 September 2008
Reviewed	10 September 2008
Reviewed	09 November 2011
Changed to a procedure by the Board of Trustees	27 March 2013
Reviewed	26 March 2016