STAFF DEVELOPMENT POLICY

BASIC BELIEFS

Professional Development is an investment in the staff for the present and future of Melrose Primary School.

Staff development will be actively promoted and supported by the School. Well planned and effective professional development has the following benefits:

- an improvement in student learning outcomes,
- Improved teaching, organisational, interpersonal and job specific skills of staff,
- promotion of staff welfare and stress management,
- Education becomes a natural and an on-going process for all staff,
- Enhancement of self esteem and broadened career prospects, an increased awareness of issues relating to curriculum development and staff and student welfare,
- the development and consolidation of a wide range of expertise within the staff,
- provision of support for the implementation of curriculum and administrative initiatives.

GUIDELINES

1.1 Undertaking PD should be regarded as both the right and responsibility of all members of the teaching and non-teaching staff. Part of this responsibility means that all staff members are required to submit an individual PD plan.

1.2 All staff will have the opportunity, and will be encouraged to, apply for positions in the organisational and administrative areas of responsibility within the school.

1.3 Staff will be encouraged and supported to develop goals and programs for self improvement and career development.

1.4 Staff development activities will be organised for pupil free days, during prescribed meeting times and at other suitable times.

1.5 Whilst the school strongly supports professional development, approval for attendance at these activities will be at the discretion of the Principal and Professional Development Coordinator.

1.6 The School will not pay accommodation expenses associated with attendance at Professional Development unless the staff member has been directed to attend.

1.7 Staff will be reimbursed the cost of the petrol where the activity takes place outside of Wodonga District.
PROCEDURE FOR APPROVAL OF PROFESSIONAL DEVELOPMENT:

2.1 Staff who wish to attend a PD activity are required to complete an application form and submit this to the Professional Development Coordinator prior to attendance at the activity. If this is not submitted in time to allow processing for the application, approval to attend may not be given.

2.2 As part of the approval process, staff who attend PD activities are required to present a brief written report or to report on the activity at an appropriate forum.

Approval for attendance at a P.D. activity will be based on whether the activity is related to Charter goals and priorities, DoE initiatives, Whole School P.D. Plan or Individual P.D. plans.

This policy was last ratified by School Council in... March, 2004

School Council President……..Karina Kerr………………(signature)