



PROFESSIONAL DEVELOPMENT POLICY

CONTEXT

Excellent schools continue to develop their staff to be the best they can be. Research continues to highlight the importance of teacher relationships and competence as being the most influential aspects of student performance.

OVERVIEW

At Staines, we are committed to developing staff competence through a variety of mechanisms including self and peer appraisal. We support staff in receiving training that is consistent with the College's vision and objectives. This includes requiring staff to share the lessons of their learning experiences with colleagues. Training staff to be excellent is considered essential and God honouring. We believe God honours excellence.

STAFF TRAINING PRACTICES

Training needs are identified through College leadership evaluation processes and through staff personal reflection tasks. Showing initiative and undertaking personal development is most appropriate for all staff. Staff are invited to identify training needs to the Leadership team.

From time to time opportunities for development provided by external providers are offered to the College. In these situations, the Leadership decides the appropriateness of the opportunity and if consistent with the College's plans and needs the leadership will decide the most appropriate person/s to complete the training. In some situations staff may be directed to complete some training rather than being offered the opportunity.

The College will financially assist staff in completing College directed training. Where a staff member is provided time to develop a skill that benefits the College and themselves, potentially making them more employable to us and others, there is an expectation that the costs of training will be shared. If a staff member is required to spend time preparing for the course and time to complete assessment then most of that needs to be completed in the staff members own time. Training facilitated by the College must be consistent with the College vision and ethos & strategic direction.

To deliver quality instruction, teaching staff need to reflect, plan and be exposed to new and more effective teaching methods. When teachers present seminars to other teachers they share their experience and enhance their own understanding.

Our support and administration staff are also provided opportunities to learn throughout the year, particularly on but not confined to Staff Development Days as they have responsibility for systems and targeted support during term time. On a few occasions it is not possible to access appropriate training during term time and training will therefore occur in term time.



STAFF APPRAISAL

What is meant by Appraisal?

Appraisal is the process of helping staff members develop and focus their talents, gifts, skills, expertise and energy towards achieving the mission goals of the College. As a teaching and learning community we value the benefit of positive life-long learning by all staff members. As followers of Christ, not just because we work in an organisation that is explicitly Christian, we believe we need to work with all our heart as we serve others since we work for Jesus, our Lord and Saviour. An Appraisal booklet is provided to all staff, as a mechanism to help each person reflect and make improvements in their practice.

The body and its members need to grow and develop.

We believe and recognise that the team effort of the College is stronger than the sum of our individual talents, gifts, skills, expertise and energy. At the same time we believe it important that individuals are affirmed and helped to grow in the role they play within the team. Whether it is administration practices, bus driving skills or teaching methodology, staff members need to be developing their skills, gifts and expertise. Each staff member has the responsibility to ensure his or her practice is improving.

Expectations of process

This process is designed to help staff develop abilities. If problems develop with the work or work ethic of a staff member, further analysis of the issues by the Leadership team to help the staff member is expected. Our objective is to develop staff to be the best they can be for God.

If a staff member is at risk of poor performance, this needs to be brought to the attention of the staff member and this will involve the Appraisal Associate (AA), in partnership with their supervisor (Head of School /Manager/ Principal) developing a remedial plan of action. In the worst case scenario, if no improvement is evident or there is non-compliance with the process, the staff member's contract will be terminated / not renewed.

Review Process

Each year, all staff are required to work with a mentor. The College leadership team can assist in identifying possible mentors for staff members, however staff are encouraged to initiate some mentor relationships. The mentor relationship is for the purposes of prayer support, encouragement and honest feedback. Over time it is hoped that staff would link with a new or additional mentor.

Staff in the final year of their contract and those on probation are subject to a Major Review. All other staff undertake a Minor Review.

Teaching staff are also required to complete "Professional Standards of Teachers Appraisal" booklet.

Staines Memorial College

"Building a Community for Eternity"



PO Box 561, Redbank Plains 4301 OR info@staines.qld.edu.au

STAFF DEVELOPMENT DAYS

To support and develop effective staff we provide / facilitate training opportunities on site and off site. To minimize the impact on student learning where possible, most training occurs on designated **Staff Development Days**. This practise minimises staff absences thereby enabling consistency of adult – student interactions. We know that the more consistent the interaction, the less behaviour issues arise.

Training on designated development days is also cost effective: something that is most necessary for a non-profit low-fees College. Student and / or parent activities are not usually schedule during staff development. The office may be closed during part or all of a staff development day to facilitate effective training. Activities scheduled on these days are designed to facilitate the development of the College's vision, ethos and objectives and so there is limited personal preparation time.

To facilitate training on staff development days, the office may be closed for a period of time. The dates of these occasions are published in advance to minimise inconvenience.

STAFF MEETINGS

All staff are expected to model learning from God through a regular daily devotional life. A regular commitment to a bible study group, a local congregational meeting and daily staff devotions all assist staff growth in their knowledge of God's will.

At the commencement of each semester, all staff meet for prayer and encouragement from God's Word. Vision & Values and Workplace Health & Safety topics are a regular part of whole staff meeting agendas. Staff are then required to make attending meetings of their team a priority. Active participation is expected.

Teacher meetings occur at least fortnightly. They provide teachers with an opportunity to be informed about and make a contribution to College routines and activities. Teachers also present to other teachers, summaries of Professional Development attended. It is expected that teacher meetings involve a dialogue, teachers informing teachers. An agenda is published before each meeting so requests are to be provided to the Chair by the Friday before the scheduled meeting. Files of agenda and minutes are stored on staff common drive.

Teacher Aides meet at least fortnightly with the Enrichment Coordinator to reflect on practices, to share ideas and learn together.

Other staff teams meet as required for training. For example, bus drivers are provided annual training from the Enrichment Team to assist them in working with students with disabilities.

RELATED POLICIES & DOCUMENTS

"Appraisal Booklet", includes "Code of Conduct Appraisal"
"Professional Standards of Teachers Appraisal"
"Staff Development"
"Staff meeting agenda template" & "Staff meeting minute's template"