

# PROFESSIONAL DEVELOPMENT

(non-teaching staff)  
POLICY

## Rationale:

- Focussed and needs driven professional development programs provide optimum opportunities for professional growth, enhanced diversity, and improved student learning.

## Aims:

- To provide opportunity for all non-teaching staff to further their professional skills and/or qualifications.
- To provide opportunities for all non-teaching staff to further develop their awareness, knowledge and skills in current educational and support practices.
- To develop non-teaching staff with enhanced skills that will, in turn, enhance the school.

## Implementation:

- Ongoing and needs driven professional development is an obligation of all professionals.
- Each individual's professional development is a shared responsibility between the school and the staff member.
- Each non-teaching staff member will develop a personal professional development plan that is embedded within, and reflects, the performance review process.
- Non-teaching personal professional development plans will allow for school identified needs, identified areas for personal growth, and those of a personal interest.
- A senior staff member will be assigned the responsibility of professional development coordinator. Their role will be to inform all staff (including non-teaching staff) of professional development opportunities, which in turn will reflect individual staff needs as identified in their respective performance review plans. The coordinator will also play a role in organising professional development activities for both individuals and the whole school.
- 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, and include an amount for incidental professional development. The professional development coordinator will be responsible for its implementation.
- Non-teaching staff are encouraged to seek and provide professional development from other school staff members, as well as to investigate Department of Education online accredited training opportunities.
- Non-teaching staff attending professional development have a responsibility to report briefly to other appropriate staff members about the activity and its benefits etc.

## Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

**February 2015**