

TERANG COLLEGE
PROFESSIONAL DEVELOPMENT DAYS
POLICY (Staff)

1. RATIONALE

To enable staff to keep up to date with educational best practise and to ensure student outcomes are enhanced by current department initiative & guidelines.

2. AIMS

- 2.1. To ensure all staff are able to undertake Professional Development and Practice Days to:
 - 2.1.1. obtain the work that supports the College students to achieve their personal best and in doing so confirm and build their own professional capacity.
 - 2.1.2. keep up to date with all new initiatives in classroom practice.
- 2.2. To enable the application of learning to classroom practice to improve student learning outcomes.
- 2.3. To help with assessing the impact of teaching practice on student learning.
- 2.4. For participants to apply and refine their knowledge.
- 2.5. To draw on current research on effective teaching and learning.
- 2.6. To ensure the professional learning is co-designed with the College to meet their student learning needs.
- 2.7. The professional learning to be compliant with Australian and Victorian regulations.

3. IMPLEMENTATION

- 3.1. Issues, actions and decisions relating to this policy will take into account Department of Education and Training policies, memos, guidelines, circulars and Ministerial Orders and Acts.
- 3.2. This policy will implemented in conjunction with the College Time-In-Lieu Policy.
- 3.3. The timing and focus of each professional practice day for each employee will be nominated by the staff member and be agreed in consultation with the Principal or delegate.
- 3.4. The work undertaken on professional practice days will be consistent with the Departmental and College priorities and selected from the following areas: planning, preparation, assessment of student learning, collaboration, curriculum development, relevant professional development and peer observation including feedback and reflection.
- 3.5. Pending budget constraints, for each staff member the College will contribute financially each year to professional development / practice:
 - 3.5.1. education support - \$500.00 for course and replacement staff costs over four days.
 - 3.5.2. teaching - \$1000.00 for course costs plus two CRT days.
 - 3.5.3. the Principal or delegate may approve days and financial assistance beyond the allocations listed in 3.5.1 & 3.5.2.

- 3.6. Staff undertaking professional development / practice days will note the following:
- 3.6.1. work undertaken has to be linked to our College Annual Implementation Plan, Strategic Plan and the individual's PDP goals.
 - 3.6.2. where possible all professional development / practice days are not to be scheduled when there are College events involving a significant number of students.
 - 3.6.3. all days are to be entered on Compass to enable the College approval process to be completed.
 - 3.6.4. staff are encouraged to decide on dates early:
 - 3.6.4.1. to enable the College to secure regular and known replacement staff.
 - 3.6.4.2. to ensure student learning is not impacted by the day being taken.
 - 3.6.4.3. so the staff member being replaced provides work for all scheduled classes being covered.
 - 3.6.5. The College daily operations must continue. All absent staff members are to instigate arrangements to ensure essential duties they are assigned are completed during their absence.
 - 3.6.6. If, for extenuating circumstances, a staff member is unable to attend a planned day, the day will only be re-scheduled with Principal or delegate approval.
 - 3.6.7. Days are pro-rata in relation to current time fraction employment.
 - 3.6.8. Where possible, teachers are to take Professional Practice days on their scheduled work days.
 - 3.6.9. *Professional Practice Days:*
 - 3.6.9.1. Entitlement will be per the current Victorian Government Schools Agreement.
 - 3.6.9.2. Can't accumulate – days not taken in relevant term can't be taken later.

4. EVALUATION

- 4.1. This policy will be reviewed as part of the College three-year review cycle.

Approved by College Council on 17/06/19