



WAIKATO DIOCESAN
School for Girls

Staff Professional Training and Development Policy

NAG 3 - Personnel Policy # 3.8

Rationale

To ensure Waikato Diocesan School for Girls encourages teaching and support staff to attend professional training and development programmes which will enhance their educational, professional and employment opportunities.

Policy Statement


The school acknowledges that professional learning, training and development allows staff to reach their potential for the benefit of the school and its students. Staff learning, training and development shall be ongoing with opportunities to attend courses, workshops or conferences encouraged.

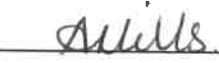
Guidelines

1. Full time and part time teaching staff and support staff are eligible to attend professional learning, training and development courses, workshops and conferences.
2. All staff are encouraged to apply for relevant regional and national courses, in-service courses, subject development courses and any course or conference which will help with their professional development. They are also encouraged to engage in relevant in-house and online learning opportunities.
3. Information about appropriate professional development opportunities is circulated among the staff by the Leadership Team, Heads of Department, Support Staff Managers or budget holders. The procedure to apply for professional development courses is made known to all staff.
4. Professional development courses attended should meet the goals, objectives and special character of Waikato Diocesan School for Girls.
5. An annual budget for professional learning, training and development will be set by the Commercial Manager and the Principal.
6. A budget must accompany all applications for funding to attend a professional development course. This will include details of the course applied for, the registration fee, all course expenses, transport, accommodation and all other costs (including day relief for teaching staff only).
7. A record will be kept by the Deputy Principal in charge of relief of all applications for relief teaching used for professional development courses. A week's notice is required of relief teaching requirements to attend a professional development course.
8. A report (in whatever format is requested) of the course/conference/workshop attended must be provided to the relevant people, if requested, within one month of attending the course (or other date, by agreement). This may include the Principal, Head of Department, Deputy Principal (Leader of

Learning), immediate Supervisor or Manager, and all other relevant people. Where possible, course notes will be shared electronically with relevant staff members who would benefit from the course learnings.

9. Internal professional development is on-going in consultation with relevant Heads of Department, Deans, Deputy Principal (Leader of Learning), Supervisors or Managers. These may include class visits, a buddy system, professional learning teams, departmental meetings and school-based in-service or online courses for all staff, including support staff.
10. All new and provisionally registered or Subject to Confirmation teachers employed by the school will receive appropriate advice and guidance in accordance with the Graduating Teacher Standards of the Teaching Council of Aotearoa New Zealand, in order to support them as they work towards full registration.
11. All new teaching and support staff will receive a school tour and be introduced to both support and teaching staff. They will be familiarised with their position, made aware of the health and safety policy and procedures, be given support and training, and can meet with the Leader of Special Character, their Head of Department, Dean, Supervisor or Manager regularly for support, guidance and advice.

Adopted by BOT:  Signed (BOT Chairperson)
12 | 5 | 22 Date

Adopted by PB:  Signed (PB Chairperson)
4.5.22. Date

Previously reviewed March 2019

Reviewed: May 2022

Next review: 2025