



WHANGANUI HIGH SCHOOL POLICY STAFF PROFESSIONAL LEARNING DEVELOPMENT

INTRODUCTION	1	To help ensure Whanganui High School provides a quality education, staff need to receive ongoing professional learning development and training.
PURPOSE	1	Ensure professional learning development goals for the School are set and reviewed each year.
	2	Ensure staff are supported in identifying and further developing their professional learning skills.
	3	Ensure a Co-ordinator of Professional Learning Development (a member of the Senior Leadership Team, in combination with other key members of staff), responsible to the Principal, will facilitate the professional learning development needs of the School in line with (1) above.
	4	All staff, including the Principal, will through their professional discussions with Faculty Heads/HOFs, and/or through annual staff surveys, identify or have identified their professional learning development needs.
	5	The Board will endeavour to make available, such budgeted funds as required to meet the professional development needs of the School – emphasis will be placed on professional learning development needs that meet at least one of the school’s key strategic goals as clearly identified in the school Charter at the beginning of each new school year.
GUIDELINES & PROCEDURES		<u>Professional Learning Development Co-ordinator’s Role:</u>
	1	In Term 4 of each year as part of the Senior Leadership Team meetings, the past year’s professional learning development training will be discussed with the Co-ordinator of Professional Learning Development.
	2	Development needs of the School will be discussed and priorities set for the following year.
	3	These priorities will be reported to the Board of Trustees and available for comment.
	4	The priorities will be advised to Heads of Faculties through the Performance Management Cycle and form the basis on which the professional needs of Faculties and associated staff will be prioritised and considered by the Professional Learning Development Co-ordinator and Principal.
	5	Other professional learning development needs identified by staff and the Board will also be considered by the Professional Learning Development Co-ordinator and Principal.
	6	The Professional Learning Development Co-ordinator will liaise with the Principal or, if required, form a team to: <ul style="list-style-type: none"> a) Consider all professional learning development requests. b) Match requests against School’s strategic goals. c) Prioritise requests in terms of School strategic goals, the cases supporting professional learning development requests, the budget, past response to professional learning development. d) Gather and analyse reports back from in-service training/Professional Development. e) Report findings to the Principal and advise the Deputy Principal in charge of Day Relief of the dates of Professional Learning Development.
	7	Part of the budget should be held back for professional learning development needs/opportunities which arise during the year.
EVALUATION	1	The Board, in association with the Principal, will review this policy on a three-yearly cycle in accordance with the School’s quality management cycle.

CONCLUSION	1	Ongoing professional learning development is essential for all staff.
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Approved by the Board

Signed Chairperson:

J. Magee

Date: 30/11/2020

Signed Principal:

W. Martin McCall

Date: 30/11/2020