

POLICY ON PROFESSIONAL DEVELOPMENT

POLICY STATEMENT

The Board recognises:

- The need and responsibility to support and encourage all teaching and non-teaching staff in professional development and training
- That staff in the workplace are best able to determine their needs for professional development or training
- That there will be occasions when training beyond that funded by in-service training for teaching staff will be necessary.

PURPOSE

- a. To enhance the quality of teaching, learning and school support services.
- b. To provide equitable opportunities for professional development.
- c. To identify and include professional development as an integral part of the appraisal process.
- d. To meet identified school-wide needs.

GUIDELINES

1. The professional development budget shall be administered by a senior manager in conjunction with the Principal.
2. Professional development priorities are established by considering school-wide goals, departmental goals, and individual needs identified and documented during the appraisal cycle.
3. The budget is allocated accordingly by the senior manager in charge of professional development, in conjunction with the Principal.
4. A summary of professional development priorities and costings is provided by the senior manager to the Principal and Board of Trustees.
5. Application for assistance for professional development that is not covered by in-service funding shall be made to the Self-Initiated Training and Enrichment Programme Committee (S.I.T.E.P.) in accordance with the terms and conditions governing that committee.
6. The Chairman of the S.I.T.E.P. shall report to the Board in writing at the beginning of each year.

S.I.T.E.P. COMMITTEE PROCEDURES

The Board recognises the need and responsibility to support and encourage staff in following various avenues of personal professional development. Funds are allocated to S.I.T.E.P. each year for:

- ~ Attending national conferences, seminars or courses
- ~ Attending local courses outside of the existing inservice training programme
- ~ Attending meetings of subject associations
- ~ Completing extra-mural studies

Claims can be made for travel, registration, accommodation, etc.

Claims are made to the S.I.T.E.P. Committee.

Adopted: 2 May 2000
Reviewed: October 2007