Mansfield Primary School
Professional Development Policy

BASIC BELIEF
A shared vision of school improvement is integrally linked to Professional Learning (PL) for staff and parents. Professional Learning encourages continued improvement in the quality of Mansfield Primary School’s educational programs and practices that will enhance student learning outcomes. Professional Learning will focus on the School’s Strategic Plan 2013 - 16 and DEECD initiatives.

IMPLEMENTATION
1. Our PL activities will be drawn from the School Strategic Plan and be guided by the Leadership Committee.

2. The PL program will be a planned approach.

3. The PL program plan will:
   - Be developed annually by the Principal and Leadership team in consultation with other Cluster schools. The staff will discuss and agree to the PL Plan before ratification by School Council.
   - Provide a framework for the planned use of pupil free/curriculum days.
   - Encourage teachers to develop their own PL plans within the PDP framework.
   - Ensure links between program evaluation, review processes, personal Performance and Development Plans), School Annual Implementation Plan, DEECD initiatives and an individual’s PL needs.
   - Provide opportunities for personal and career development.
   - Reflect the requirements stipulated for registration by the Victorian Institute of Teaching.
   - Provide mentoring opportunities for staff.
   - Provide the opportunity to share PL with all staff. This can be done at staff meetings, unit/team meetings, or through the weekly bulletin.
   - Be communicated to staff and the local community via the school newsletter, School Council, and staff bulletins.
   - Will be offered to Casual Relief Teaching staff who regularly work at our school.

4. Professional Team Meetings will be a forum for professional learning in the school.

5. The PL plan will:
   - Be resourced through the annual school budget, grants and submissions.
   - Include the cost of Casual Relief Teacher’s (CRTs) and payment of registration.
   - Reflect the school’s capacity to meet the staff member’s costs of petrol and accommodation. This decision will be reviewed annually and communicated to staff at the beginning of the school year.

6. Part of the annual budget will be allocated to each team who will determine their member’s requests for PL. Requests must stay within the budget, be fairly allocated across the team and based on the following priorities:
   - Reflect the School Strategic Plan.
• Address DEECD initiatives.
• Develop staff skills and knowledge of curriculum and curriculum delivery.
• Address Cluster goals as far as practical.
• Meeting personal career needs of staff as far as practical.

7. Requests for attendance at PL programs will be recommended to Consultative Committee by team leaders.

8. The final decision of granting any PL rests with the Principal.

This policy was ratified by the Mansfield Primary School Council on – 18th November, 2013

Review Date: 2016