

STAFF DEVELOPMENT POLICY

PURPOSE

- To put in place systems and content around the New Zealand curriculum that give all staff the opportunity for continuous improvement. The outcome of this will be accelerated student learning.
- Every year adopt, an advice of the Principal and senior staff, a professional learning foci that specifies clear outcomes and methods for achieving these.
- Every year allocate funds for the staff professional learning.
- To implement recommendations made as a result of identified student needs to lift the performance of learning outcomes for students.

OBJECTIVES

- Professional learning needs may be identified in the following way:
 - Through staff appraisal process;
 - Learning outcomes of students;
- The type of professional learning will be differentiated for each teacher but will include:
 - Whole staff learning opportunities through outside experts;
 - School visits;
 - Inter-class visits and observations, based on identified focus;
 - Series of staff/team meetings
 - Further professional education chosen by an individual teacher, eg university paper;
 - Regular professional reading/discussion;
 - Electronic communication.
- The planning of staff professional learning will involve identification of needs, setting goals, timeframe for achieving those goals and budgeting to achieve the goals. Goals should:
 - Be definite, precise and measurable;
 - Aim to stretch but be achievable;
 - Have a definite timeframe;
 - Be few in number;
 - Be linked to the appraisal process.
- A number of opportunities for training and development for Executive Officers, Teacher Aides, Caretakers and Cleaners will be given as needs arise. These could include:
 - Secretarial courses;
 - Computer and technology training;
 - First aid courses;
 - Library courses

- Boiler maintenance;
- Inter-school liaison.

The Board, through the Principal and senior staff, will ensure that all staff have the opportunity to attend such courses and join the teaching staff in their programmes as appropriate, especially those relating to school development.

Please note: this policy should be read in conjunction with the school's policy on Performance Appraisals as the two are closely linked.