

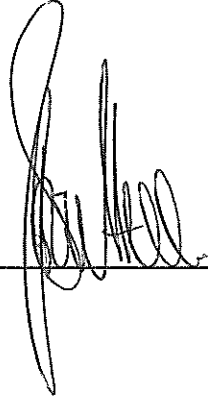


WHANGANUI HIGH SCHOOL POLICY STAFF PROFESSIONAL DEVELOPMENT

INTRODUCTION	1	To help ensure Whanganui High School provides a quality education, staff need to receive ongoing professional development and training.
PURPOSE	1	To ensure professional development goals for the School are set and reviewed each year.
	2	To ensure staff are supported in identifying and further developing their professional skills.
	3	To ensure a Co-ordinator of Professional Development, responsible to the Principal, will facilitate the professional development needs of the School in line with (1) above.
	4	All staff, including the Principal, will through their professional discussions with Faculty Heads/HODs, and/or through annual staff surveys, identify or have identified their professional development needs.
	5	The Board will endeavour to make available, such budgeted funds as required to meet the professional development needs of the School.
GUIDELINES & PROCEDURES		<u>Professional Co-ordinator's Role:</u>
	1	In Term 4 of each year as part of the administration meetings, the past year's professional development training will be discussed with the Co-ordinator of Professional Development.
	2	Curricular, Administrative and Guidance 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 HODs through the Performance Management Cycle and form the basis on which the professional needs of departments and associated staff will be prioritised and considered by the Professional Development Co-ordinator and Principal.
	5	Other professional development needs identified by staff and Board will also be considered by the Professional Development Co-ordinator.
	6	The Professional Development Co-ordinator will, as required, form a committee expected to: <ul style="list-style-type: none"> a) Consider all professional development request. b) Match requests against School goals. c) Prioritise requests in terms of School goals, the cases supporting professional development requests, the budget, past response to professional development. d) Gather and analyse reports back from in-service training/Professional Development. e) Report its findings to the Principal and advise the Deputy Principal and person in charge of Day Relief of the dates of Professional Development.
	7	Part of the budget should be held back for professional development needs/opportunities which arise during the year.
	8	Money will also need to be budgeted for the sabbatical and reimbursement programmes available through the School.
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 development is essential for all staff.
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Approved by the Board
Signed Chairperson:



Date: 21.11.16

Signed Principal:

MR Ross G Brown
was interim Principal
and attended the BOT
meeting where this was
passed - not signed by him.

Date: 21/11/16.