

Rangiora High School Board of Trustees



Professional Learning and Development Policy

Rationale

Professional Development and Learning (PLD) is an integral part of the Rangiora High School's culture and is an integral part of the broader framework of implementation of the RHS Charter, Strategic and Annual Plans.

Purpose

The BOT recognises that high quality PLD of all staff is essential for the school to achieve its goals. Rangiora High School's PLD programme is key to

1. Continually improving student engagement and learning
2. To develop a best practice culture
3. Supporting staff to adapt to change and changing roles, while providing a framework upon which current educational pedagogy is refined and developed.
4. Career development of all staff
5. To maintaining professional registration

All staff are eligible and expected to take part in PLD, and equal opportunity applies to access and participation by all staff.

Guidelines

1. The Deputy Principal with responsibility for PLD will submit to the Principal, by the end of the preceding year, an outline of the PLD programme and budget for the year based on staff and school needs as identified through
 - a. Rangiora High School Strategic and Annual Plan
 - b. Appraisal
 - c. Government policy initiatives

This programme will be presented to the staff at the first staff meeting of the year.

2. PLD programmes that individuals participate in or the school runs itself should emphasise:
 - a. Links to annual school and departmental goals / targets.
 - b. Improving the quality of teaching programmes by encouraging teachers to examine their own teaching practice through Spirals of Inquiry.
3. The PLD will be offered at a number of levels:
 - a. Community wide through involvement in Puketeraki Kāhui Ako
 - b. School wide, at a Faculty and Individual level via Spirals of Inquiry
 - c. Through a range of formal and informal opportunities including:
 - i. Attendance at conferences, seminars, short courses workshops or study tours
 - ii. Participation in exchanges, networks, committees or reference groups, professional associations, mentoring schemes, coaching

- iii. Involvement in other learning such as job rotation, shadowing, critical reflection on practice, professional reading, PLGs, temporary performance of duties in another position
- iv. Studies for higher education programmes including research
- v. Service on committees or working parties to an industry or professional association or involvement in community groups
- d. Some activities may be mandatory by agreement, external legislation, MOE priorities and / or school policy / annual plan. Additionally staff may be required to attend PLD related to technological and/or organisational change.
- e. Middle and Senior Leaders are responsible for mentoring, coaching staff to identify their learning and career development needs and help them find and undertake PLD to meet those needs.
- f. Each individual is responsible for their own PLD as well as contribute to the development of their colleagues by sharing their expertise
- 4. The PLD programme will include a regular and comprehensive programme of advice and guidance for provisionally registered teachers.
- 5. All new staff, including relief staff, must undergo an induction and orientation process on or immediately following the commencement with the school. This process is to include an orientation to their workplace, health and safety induction and an induction to their obligations regarding the Vulnerable Children's Act, discrimination and harassment legislation and school policies and practices.
- 6. Applications for professional development will be made to the DP with responsibility for PLD on the RHS application form which includes a statement on how the PLD will be used to deliver the school's annual goals / targets.
- 7. For approved courses, full costs of registration will be paid by the school. Travel costs and accommodation as costs can be applied for. Collective Agreement reimbursements apply.
- 8. An evaluation of the PLD attended will be submitted to the DP with responsibility on the completion of courses before a reimbursement is given if approved and as necessary.
- 9. The DP with responsibility for PLD will:
 - a. disseminate PLD Information to staff via the Beacon and staff PLD noticeboard.
 - b. Write a report for the BOT each term detailing courses attended, personnel represented, including a financial statement. This will also be published through the Beacon.
 - c. review annually the procedure for the allocation of the PLD budget, and published this in the Staff handbook.
- 10. PLD should be used as evidence by teachers to support attestation and registration.

Related Policies

Professional Development for Trustees

Documentation

<http://services.education.govt.nz/pld/>

Date of Review	2018
Date of Next Review	2020
Signed by the Board Chair	