



PROFESSIONAL DEVELOPMENT POLICY

Passion British International School (PHBIS) recognizes that, its greatest asset in achieving its strategic vision is its staff and that professional development contributes to personal job satisfaction, workplace productivity, reward and recognition. The school believes that, continuous professional development and learning are necessary to attract, develop and maintain high quality of staff capable of leading the school into the future with continued readiness and ability to contribute effectively to the achievement of strategic goals of **Passion British International School (PHBIS)**. In line with the above conviction, the school supports both career-related and job-related professional development activities.

INTENT

This document outlines to all staff members of **Passion British International School (PHBIS)**, both teaching and administrative, the principles that underpin Staff Professional Development while encouraging and supporting staff members to pursue professional and career development as an integral component of employment with the School.

RELEVANT DEFINITIONS

In the context of this document;

Career development means the process of enabling staff members to plan and engage in career development activities that will improve staff members career prospects and job progression or promotion;

Professional development means any activity which contributes to the extension of skills, knowledge and expertise of staff members that better equips staff members to contribute more effectively to the advancement of the University's goals

Professional development programs mean a range of both formal and informal professional development activities that broaden the scope of professional capabilities of staff members in relation to current roles and responsibilities

POLICY

The school is committed to providing staff members, with:

The opportunity to develop capabilities that complement the school's strategic goals; The opportunity to develop a career plan and participate in career development activities that extend and enhance the staff member's capabilities and capacity for advancement within the school; and Equity of access to professional development opportunities

PRINCIPLES

The Staff Professional Development Policy is based on the following principles:

- Professional development activities should contribute to the achievement of the School's Strategic Plan;
- The school's Performance Management System (PMS) processes are the primary means of identifying and addressing the learning and development needs of staff members;
- Professional development is an appropriate form of work activity that must be accessible by, and available to, all staff members;
- The school's strategic development plan provides high-level priority and specific focus areas for professional development activities;
- IB professional development workshops and internal school professional development activities are mandatory
- Professional development activities may assist a staff member in adjusting to technological and organizational change;
- Permanent staff members and those employed on long-term contracts (beyond one year) are eligible for staff professional development.
- Access and participation by staff members will be based on identified needs and must be equitable
- Any staff who attends an out of school professional development workshops must share knowledge with staff with staff in his department/or school community within the first week of resuming work.
- Professional development is a responsibility shared by individual staff members, supervisors, managers and the school principal; and
- Professional development activities should encourage a staff member to expand, develop and utilize his or her skills and abilities for the advancement of the school.

PROFESSIONAL DEVELOPMENT LEAVE

An employee who wishes to request professional development leave shall develop a written plan for approval by the department head and the Principal. Upon approval, a regular status employee whose performance is satisfactory or better is eligible to use accrued paid leave balances. The supervisor, or department head shall approve the leave subject to scheduling, staffing and budget considerations.

Professional Development Leave Plan

For professional development leave requests, the employee and supervisor or department head must develop a mutually agreed-upon, written plan that addresses the following:

- A description of the activity or activities to be undertaken by the employee during the leave period.
- The requested period of time for the activity.
- The relation of the activity to the employee's current job responsibilities.
- How the activity may assist the employee's transition into career-related positions at **PHBIS**.
- The quality of the particular training activity as compared to similar activities, and/or an assessment of the reliability of the institution, organization, or other sponsor providing the training.
- The relation of the activity to the department's mission and goals.
- The impact, if any, on employee workload and the workload of colleagues within the department.

The copy of the approved professional development leave plan is placed in the employee's supervisory file

STAFF PROFESSIONAL DEVELOPMENT PROGRAMS

Professional development activities should relate closely to the goals set out in the school's Strategic and Operational Plans, to the needs of the staff member's department, and to the objectives of the staff member's performance targets. Passion Home British International School professional development activities include, but are not limited to:

- Staff Exchange Programs;
- Internal transfers within the school or secondment to another employing institution
- IB world Conference;
- Workshops, seminars, short courses that not lead to a qualification;
- Shadowing/mentoring arrangements; and

ORIENTATION

As part of the school's commitment to ensuring that staff members are provided with opportunities for professional development and are informed about matters related to health, safety and workplace behaviors in accordance with the relevant legislations, all staff members, including ancillary staff, are required to complete the compulsory training workshops listed below:

- Cross Culture Training (multiculturalism and international mindedness);
- Fire Awareness and Emergency Evacuation;
- Health and safety in the Workplace; and
- Training on IB standards and practices
- School philosophy
- Customer service and interpersonal relationship management.

RESPONSIBILITIES

All Staff

- It is the responsibility of all staff to plan and manage their own career development.
- The Performance Management process provides staff with an opportunity to discuss their career development and identify areas that they wish to be professionally developed in.
- Every individual member of staff is responsible for maintaining a record of the Professional Development (PD) that they have undertaken. A professional development portfolio has been provided to all staff as a place to keep this record and their Curriculum Vitae as it develops. Agendas for School Professional Development days should be kept in the portfolio as a record of PD undertaken.
- Each year, all staff is involved in the Improvement Planning process and Performance Management review. With the support of their heads of department. Each staff is required to identify the PD that they believe they require in order to achieve improvement targets that they are responsible for.
- Once an appropriate PD activity has been identified teaching staff must complete a 'Course Details and Cover Requirements' form. Having undertaken the PD activity a 'Professional Development Evaluation' form should be completed and returned through their Head of Department to the Principal.
- When an Improvement Target comes up for evaluation and PD has been undertaken in support of the target then staff must identify how effective they believe the PD activity was in enabling them to achieve the Improvement Target.
- When attending an external PD course staff is expected to keep any expenses relating to the course to a minimum and to complete an expenses claim form and return it to the Principal soon after the course. Where overnight costs or significant travelling costs are likely to be incurred then they must be approved by the Principal prior to the course. Staff may only travel on economy class air thickets.

Heads of Departments

All Heads of Departments are responsible for:

- assisting staff in identifying their PD needs in relation to their jobs, the Improvement Planning and Performance Management processes
- ensuring that PD needs arising out of Improvement Targets are identified in the Improvement Plan
- monitoring that aspect of the Improvement Plan that relates to their specific responsibilities
- evaluating the effectiveness of PD in supporting Improvement Targets
- Supporting the Principal in organizing PD activities relating to their area of responsibility, including those that take place during School Professional Development Days.
- monitor the PD Plan for those subjects and areas within their department
- ensure that PD needs are identified alongside Improvement Targets in the Improvement Plan

Principal

- each year the Principal will allocate a budget for PD
- the Principal will have overall responsibility for the allocation of the PD budget to PD activities
- the production of an Annual Report on the PD Plan and all PD undertaken in the
- ensuring the PD plan is fully implemented within the limits of the PD budget