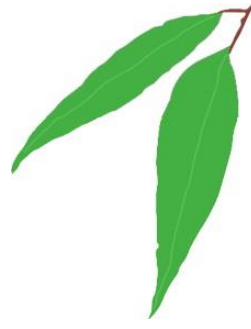


# PROFESSIONAL LEARNING AND DEVELOPMENT POLICY AND PROCEDURE



Tea Tree Gully  
Primary School

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## Rationale:

Tea Tree Gully Primary School is committed to developing and maintaining a highly skilled and innovative staff, who are constantly striving to improve the learning and teaching outcomes for all students. We value internal and external professional development opportunities and are committed to supporting staff to gain exemplary knowledge and the skills required to undertake their work, within budgetary parameters. At Tea Tree Gully Primary School, we have a culture of continual improvement and collective responsibility for growth in learning and teaching outcomes.

## Principal Responsibilities:

- Plan and provide professional learning, coaching and mentoring for Pupil Free Days and for weekly staff meetings.
- Ensure professional development opportunities align with school priorities and the AITSL Australian Professional Standards for Teachers.
- Ensure approved opportunities will have a positive effect on teaching and learning outcomes.
- Approve successful professional learning applications.
- Assign a mentor to all early-career teachers and new staff.
- Oversee, induct and support pre-service teachers.

## Teacher Responsibilities:

- Attend and actively participate in professional development at staff meetings. Where staff meetings are held on a non-working day, staff should familiarise themselves with the meeting minutes to ensure they are up-to-date with relevant professional learning.
- Collaboratively design, develop and evaluate professional learning programs.
- Provide high-quality mentoring and coaching to pre-service teachers.
- Follow the Professional Learning Application Procedure to request Professional Learning opportunities.

## SSO Responsibilities:

- Meet with line manager at specified times and share professional development needs.
- Engage in ongoing learning through professional collaboration with other staff members.
- Follow relevant policies and procedures that impact student growth.

## Professional Learning Application Procedure

- Applications for Professional Development must be submitted at least 14 days before the planned event.
- Applications should be emailed to the Principal and contain the following information:
  - Name of proposed course
  - Date of proposed course
  - Course provider details
  - A description of the learning, including how it aligns to the priorities of the school
  - A description of how the learning aligns to the AITSL Australian Professional Standards for Teachers
  - A description of how the learning will have a positive effect upon teaching and learning programs at Tea Tree Gully Primary School
  - Course Cost, including whether a TRT is required or not
  - Proposed budget area
- Approval from the Principal must be obtained before booking Professional Development.
- Once you have received approval, forward the course payment information to the School Finance Officer.
- After completion of the Professional Development, share a summary of your learning with all staff at a Staff Meeting.

## Relevant websites

- AITSL Australian Professional Standards for Teachers [Teacher Standards \(aitsl.edu.au\)](https://www.aitsl.edu.au)