

## 6 POLICY: PROFESSIONAL DEVELOPMENT

### Aim

Professional development of both staff and trustees as individuals and as a team, is required to deliver quality AMI Montessori programmes and establish professional development pathways for staff and trustees.

### 6.1 Outcomes

- 6.1.1 Professional development is to be planned, documented, linked to annual appraisal, ERO recommendations, school wide internal evaluations and regularly evaluated and reviewed.
- 6.1.2 Undertaken by teaching staff for the benefit of the learning and development of children attending Montessori Children's House Wanaka.
- 6.1.3 Sufficiently resourced and funded.
- 6.1.4 To foster an environment where staff and trustees feel their contributions are valued and where they are able to openly express feelings or concerns about the running of the centre or teaching and learning.
- 6.1.6 For staff and trustees to give feedback on any theories and practices that will enhance the teaching and learning methods employed at Montessori Children's House Wanaka.

### 6.2 Professional Development Budgets

- 6.2.1 A professional development budget is allocated each year. The Managing Teacher is responsible for ensuring that each member of the teaching staff attends courses as necessary while keeping within the overall budget allocated.

The Board of Trustees is responsible for approving the professional development for the Managing Teacher. The budget includes some provision for travel and accommodation when necessary. The professional development budget is reviewed on an annual basis to ensure it is in line with professional development requirements.

- 6.2.2 Permanent teaching staff working 30 hours or more a week are entitled to:

6.3.2.1 10 days paid study leave per annum for an approved Early Childhood qualification or Montessori Diploma, practicum's, exams and/ or attending days at college (only if these fall in work hours) \*

6.3.2.2 Payment of 100% of annual course fees for an approved Montessori Qualification or 50% of an approved Early Childhood Education Diploma / Degree\*.

6.3.2.3 Payment for teacher registration costs\* and qualified staff payment for First Aid\*

**Note: \* if an employee leaves Montessori Children's House Wanaka all paid study leave, Early Childhood Education or Montessori approved course fees, teacher registration and first aid costs paid by Montessori Children's House Wanaka in the 12 months prior will be required to be refunded and may be deducted from final pay owing.**

### **6.3 Individual Professional Development Plans**

- 6.3.1 Where possible the annual appraisal should form the basis of Professional Development planning.
- 6.3.2 The Managing Teacher is responsible for ensuring that the budget for teaching staff's professional development is adhered to.
- 6.3.3 As part of the professional development process, teaching staff are required to keep a teaching record of all courses attended and include the learning outcomes, costs, date and any links to their appraisal in their registration folder.
- 6.3.4 Approved professional sources include:
- 6.3.4.1 AMI
  - 6.3.4.2 MANZ
  - 6.3.4.3 Dunedin College of Education
  - 6.3.4.4 Ministry of Education
  - 6.3.4.5 Any other organisations approved by the Managing Teacher that may provide relevant courses on an as needed basis.

### **6.4 Professional Development Follow Up**

- 6.4.1 Following attendance at a course the staff member is required to;
- Write a reflection on the key benefits and include it in their Registration Folder.
  - At an agreed time with the Managing Teacher present and share with other staff members
  - New skills, practices and theories acquired from professional development should be incorporated into the learning environment only once approved by the Managing Teacher.