

In-School & Staff Development Policy



Professional Development is a term used which includes, workshops, conferences, in-Schools, training sessions, formal studying, readings and research. A commitment by all Educators to ongoing professional development is the key to effective continuous improvement and the provision of quality childcare and Education. Engaging in professional development helps to identify areas of strengths and area requiring improvement. All staff are encouraged to attend staff development training courses as they become available and within the financial constraints of the School's budgeted allocation. Efforts are made to encourage staff to attend conferences interstate and overseas to maintain awareness of developments in current educational thought.

Education and Care Schools National Regulations

Children (Education and Care Schools) National Law NSW	
118	Educational Leader
126	Centre-Based Schools - general educator qualifications
136	Approval of qualifications
138	Application for qualification to be assessed for inclusion on the list of approved qualifications

PURPOSE

Professional development allows individuals to build and improve their knowledge and skills within the early childhood industry whilst keeping up to date with current research and recommended practice.

The Early Childhood Education Sector continues to grow and change. These changes impact on licensing and assessment requirements as well as our interactions and documentation of individual children. To comply and improve we implement procedures for identifying areas in which our educators and staff can enhance skills and knowledge in the early childhood industry through relevant and effective professional development and training. We aim to review and update individual professional development plans based on performance appraisals detecting strengths, interests and goals.

SCOPE

This policy applies to Educators, Staff and Management of the School

IMPLEMENTATION

The ECA Code of Ethics suggests that in relation to being professional, educators will take responsibility for articulating their professional values, knowledge and practice and the positive contribution to the early childhood profession. Educators will engage in critical reflection, ongoing professional learning and support research that builds knowledge and that of the profession.

Management will ensure:

- The roster supports at least one educator who holds a current first aid qualification including CPR, child protection, asthma and anaphylaxis management training
- A budgeted amount is available to provide relevant training to educators and staff this amount is currently \$1000.00 a year.

- To record all professional development completed by educators and staff and pass on relevant material to enhance skills and knowledge
- The Nominated Supervisor undertakes professional development in accordance with National Regulations and the individual professional development plan
- Provide a variety of professional development for educators and staff which includes: current research and readings, team meeting discussions, in-house training, networking, conferences etc
- Educators and staff have the opportunity to experience different rooms. This shall be achieved through rotation of educators and staff at the beginning of each calendar year. However, rotation may occur at other times of the year when deemed necessary. Individual needs will be considered when rotation occurs but the final decision should not hinder other staff members from the opportunity to develop their skills and knowledge.
- Continuity of care for the children will be the primary consideration when moving staff to different rooms. Where possible, one person familiar to the children will remain in the room.
- Mentoring programs and management support networks are implements for educators and staff to ensure guidance and inspiration
- They are positive role models for Educators and staff
- Educators are supported to attend professional development by committing time and resources in order to develop new skills and knowledge

The Principal/ Nominated Supervisor will:

- Ensure Child Protection training is valid and updated every 12-18 months to maintain skills and knowledge required by National Regulations and best practice.
- Hold a current first aid (including CPR), asthma and anaphylaxis training at all times
- Attend a minimum of 4 professional development courses over a 12 month period
- Be a positive role model for Educators and Staff
- Collaborate with the Educational Leader to identify training needs across the School and source appropriate training and mentoring for educators
- Ensure strategies are implemented by Educators to make practical use of the information gained from professional development.

Educators will:

- Keep up to date with Child Protection training ensuring currency and compliance
- Hold a current first aid (including CPR), asthma and anaphylaxis training at all times
- Attend a minimum of 4 professional development courses over a 12 month period
- Permanent-part time and casual staff (other than relief staff) are to attend a minimum of 1 in-School per calendar year.
- Seek assistance and direction from the School's Educational Leader regarding the in-Schools and training.
- The School will offer training to staff to meet this requirement.
- It is advised that Educators undertake OHS training as a part of their in-School training
- Educators are expected to attend staff meetings regularly which will also be used for in-School training and team reflection.
- The Nominated Supervisor and Educational Leader will work together to identify training needs across the School and source appropriate training and mentoring for Educators.
- Educators will seek assistance and direction from the School's Educational Leader regarding the in-Schools and training.
- Professional development plans are documented and implemented as per the School's Professional Development Plan cycle to support and encourage performance improvement.
- To assist and support staff in furthering their training, Farmhouse Montessori will contribute 100% of standard in-School fees for permanent staff (travel is at your own expense) and provide time in lieu which is to be taken at the discretion of the Nominated Supervisor, for in-

School training required under conditions of employment. In-School approvals are required by the Nominated Supervisor for this to occur.

- Other in-School training, above the minimum expected may be supported by management in respect to the cost of the in-School, if approved by the Nominated Supervisor beforehand.
- Educators are required to produce a report in the week after the completion of the in-School to share with all other Educators and Management. The Educator who has attended the in-School may be asked to present a report at the next staff meeting to share information gained with all other Educators and Management.
- All in-School attended (which are paid for or subsidised by the School) must be first approved by the Nominated Supervisor of the school. Only in-Schools which are beneficial to the School and other staff will be approved for payment by the school, at the discretion of the Schools Nominated Supervisor. The Nominated Supervisor, and/or the Licensee of the School reserve the right to withhold payment and time in lieu if they feel that the in-School attended is not appropriate as described above.
- Relief staff will be advised of details concerning in-School topics and locations and are to attend these in their own time at their own expense if desired
- A record of all in-School training will be kept in the office in the staff files.

By staff participating in professional development it is with the intention to:

- Lead and share information, knowledge and expertise on practice, policy developments and community changes that may impact on curriculum
- Be a professional role model for high quality education and care for children
- Build the capacity of all Educators by supporting and mentoring others to take on leadership roles in areas of expertise or of potential interest.

Source

- NQS
- Education and Care Schools National Regulations

Policy Review Date
April 2017 New Logo 2018