

Title: Staff Development Policy		Version/Revision	2 of 2018
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	3/3/2018
Hard Copy Signed & Archived:	pending	Digital Copy: Staff Development Policy.docx	



IN CRUCE SALUS

# HOLY CROSS HIGH SCHOOL

## Staff Development Policy

***This policy is informed by:***

- The constitution of the Republic of South Africa contained in Act 108 of 1996 (hereafter “the Constitution”)
- The Communications Protocol agreement signed between the Department of Basic Education (DBE) and the National Alliance of Independent School Associations (NAISA) in 2008.
- The Religious and Educational Philosophy and Constitution of the Board of Governors of the Holy Cross Sisters Schools 1995. Revised in 2012.
- South African Schools’ Act
- ACKNOWLEDGEMENT: GOVERNING BODY FOUNDATION FOR A SIGNIFICANT CONTRIBUTION TO THIS POLICY

### ***Policy Content:***

- 1. Principles and approaches*
- 2. Determining which courses to provide*
- 3 Resourcing development*
- 4 Ties to CPTD*
- 5 Annual Staff deployment Camp*

The School recognises the need for lifelong learning and is fully supportive of contributing in a variety of ways to the development of the skills of its entire staff. This support will take various guises, dependent upon circumstances pertaining in respect of individual members of staff, and on the needs of the school and funds available at any particular time.

Title: Staff Development Policy		Version/Revision	2 of 2018
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	3/3/2018
Hard Copy Signed & Archived:	pending	Digital Copy: Staff Development Policy.docx	

## 1 Principles and approaches

The policy on staff development will, however, embody the following principles and approaches:

- 1.1 Supportive of the approach that understands that teachers are prepared for a career in teaching rather than 'made' into teachers by their pre-service training, the School will implement an in-service training and professional development regime in the school, the main tenets of which will be: The provision of pre-reading and orientational information for all newly-appointed staff.
- 1.2 The design and implementation of an orientation course for newly qualified staff.
- 1.3 The mentoring of staff by selected colleagues to ensure the circulation of ideas and the professional development and social integration of the individual into the school milieu.
- 1.4 Regular internal professional development courses, meetings, discussions or seminars led or facilitated by the School's own staff, as well as by invited experts or service providers.
- 1.5 The subsidization of attendance by staff at external professional development courses.

## 2 Criteria for development opportunities.

In deciding which courses to offer, implement or subsidize, the following will be borne in mind:

2

- 2.1 The initiatives, needs and issues pertaining in the School at a particular time.
- 2.2 The particular developmental needs of the staff as a body.
- 2.3 Individual developmental needs of the staff members, taking account of the need both to develop strengths and address weaknesses.
- 2.4 The value likely to accrue to individual staff members, the staff as a whole, the pupils (individually or collectively), or the School.
- 2.5 The alignment of the content of any proposed staff development course/seminar, workshop or initiative with:
  - 2.5.1 The requirements, needs and demands of the school, with special emphasis on those areas of development which are highlighted in the School Development Plan (SDP or SIP.)
  - 2.5.2 The duties of those intending to participate in the initiative.
  - 2.5.3 The capacity (assessed at a variety of levels) of the staff member/s concerned to:
    - 2.5.3.1 Complete the course successfully.
    - 2.5.3.2 Apply the skills learned on the course in his/her work.

## 3. Resourcing development.

In order to be in a position to implement this policy, the school will annually budget an amount, deemed

appropriate by the School Governing Body, for the provision and support of staff development initiatives.

3

Selection of staff to attend staff development courses will be:

- 3.1 Undertaken by the School Management Team.

Title: Staff Development Policy		Version/Revision	2 of 2018
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	3/3/2018
Hard Copy Signed & Archived:	pending	Digital Copy: Staff Development Policy.docx	

- 3.2 Based upon various initiating actions, including:
- 3.2.1 Nomination by a line manager (e.g. Principal, Subject Head, Director.)
  - 3.2.2 Application by the staff member him- or herself.
  - 3.2.3 Recommendation by an appraisal or developmental body, official or individual.
  - 3.2.4 A recommendation by the provincial Education Department or national Department of Education (DBE.)

#### 4 **SACE & CPTD**

The School will also Maintain pace with the requirements of the South African Council of Educators and their CPTD (Continued Professional Training and Development)

5 All staff is to attend the annual staff development camp provided by the school. It is held a day before the end of the first term and continues into the first day of holiday leave. During the Training two pertinent sections are addressed

5.1 The orientation toward the school's strategic plan and any changes, challenges or adaptations which need to be addressed.

5.2 Training and development that educators are interested in to meet the expectations of the School.