

Policy and Procedure Guide

Subject: Professional Development for Kindergarten Teachers and Head Teachers	Date Effective: September 2011 Review Date: By end of December 2012
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Responsible to: Team Leader Senior Teachers, General Manager

Applies to: All Kindergarten Teachers and Head Teachers

Purpose:

1. To ensure teachers have access to appropriate professional learning and development opportunities to support professional and personal growth.

Definitions:

- “Professional development” includes Senior Teacher support and advice, courses and opportunities through which teachers receive knowledge, skills and attitudes to enhance their teaching role.

References:

- Current *Kindergarten Teachers, Head Teachers and Senior Teachers’ Employment Agreement*
- *Teacher Release, Leave for Teaching Staff, Registration of Teachers and Study Grant Assistance* policies

POLICY

1. Wellington Region Free Kindergarten Association acknowledges that teachers’ engagement in professional development opportunities yields benefits for teachers and children.
2. The Association requires all Teachers and Head Teachers to engage in professional learning and development opportunities in order to demonstrate their commitment to high quality teaching and learning and to maintain their Teacher Registration Practicing Certificate.

PROCEDURES

1. The Association shall allocate funds annually for the purpose of providing professional learning and development opportunities for Teachers and Head Teachers. The Team Leader Senior Teachers shall oversee this budget.
2. An annual professional development programme for teaching staff shall be developed which will be based on the needs of teaching staff as identified in the appraisal programme and by Senior Teachers.
3. The professional development programme shall be set at the beginning of each year and disseminated to teaching staff. However, other professional learning and development opportunities may be provided, in addition to those planned, throughout the year as the need arises.
4. The Association does not allocate any specific portion of money for each teacher, as it believes high quality learning and development opportunities for teachers can be provided collectively. However, there may be opportunities for the Association to support individual

teachers to access specific one-off opportunities, such as conferences or courses from time to time. Teachers should discuss this with their Senior Teacher at the time.

5. There are also other specific forms of support for professional development such as Study Grant Assistance, Registration support and Teacher Release.