Policy and Procedure Guide

Subject:	Head Teacher Professional Time	**Date Effective:**	September 2011
		Review Date:	By end of December 2012

Responsible to: General Manager

Applies to: All Head Teachers in permanent and long term relieving positions.

Purpose:

- To facilitate Head Teacher Professional Time to support Head Teachers in their professional development, and

Definitions: **Head Teacher Professional Time** refers to time when *the head teacher is released from normal child-contact duties, when the kindergarten is open for instruction, in order for them to undertake responsibilities related to the head teacher's role as professional leader (Kindergarten Teachers, Head Teachers and Senior Teachers' Collective Agreement)*

References: The current *Kindergarten Teachers, Head Teachers and Senior Teachers' Collective Agreement.*

POLICY

1. Head Teachers shall be entitled to four days per year when the kindergarten is open for instruction designated as Head Teacher Professional Time. This time will be used to develop strong professional leadership skills, to support the teaching team and improve the quality of teaching and learning. There is an expectation that this will include Head Teacher appraisal.
2. To this end, Head Teachers will be required to set aside up to one half day (or four hours) of Head Teacher Professional Time per year to meet with their Senior Teacher as part of the annual appraisal process. For example, during the middle of the year, the teacher may nominate a day for Head Teacher Professional time, and spend two hours of that day meeting with their Senior Teacher as part of their appraisal. This arrangement may be repeated again at the end of the year. This will be agreed between the Senior Teacher and Head Teacher.
3. In addition, "first time" Head Teachers will be required to set aside up to one day of Head Teacher Professional Time in their first year of employment as a Head Teacher for induction into the role. The dates and times for these tasks will be negotiated between the Head Teacher and their Senior Teacher.
4. Apart from the activities listed above, Head Teachers will determine how they use their Professional Time to further develop their professional leadership skills and support their teaching team.
5. Generally, it is expected that Head Teachers will use their professional time allocation one day per quarter. However, this time may be used in a "block". This will be determined in agreement with their Senior Teacher. It may not be "carried over" into the next year.
6. Possible uses of Head Teacher Professional Time (note: this is not a definitive list) are:
    - Observation of team members to assist in developing teaching practice;

- Attendance at professional development courses and/or workshops;
- Undertaking further study and/or professional readings;
- Observation of children and/or discussion with parents, caregivers and/or other professionals involved in the wellbeing of a child attending the kindergarten.
- Visiting other kindergartens and early childhood education services.
- Completion of other Head Teacher duties and responsibilities.

7. From time to time, there may be opportunities for Head Teacher Professional Time to be used to attend workshops or other forms of professional development.

PROCEDURES

- Head Teacher Professional Time does not require application but must be recorded on the Head Teacher Weekly Return as "Head Teacher Professional Time."
- The Head Teacher will generally arrange their reliever using the normal Association procedures.
- Head Teachers should endeavour to "book" one of the Itinerant Relieving Teachers to relieve when taking Head Teacher Professional Time.
- Should the Head Teacher wish to accumulate or anticipate their Professional Time (ie. Take their time in a way other than one day per quarter), they will consult with their Senior Teacher and agreement must be reached between the two.