

**POLICY  
NAG 3**

**BLOMFIELD SPECIAL SCHOOL & RESOURCE CENTRE  
PROFESSIONAL LEARNING AND DEVELOPMENT (PLD) POLICY**

**RATIONALE:**

By ensuring PLD programmes are aligned to meet the school's vision and currently identified priorities we will better meet the students' learning needs.

The foundation for PLD will be each staff member's guided reflective inquiry into their own practice. This will be supported by peer support and mentoring relationships, through reflective dialogue, both written and spoken. An inquiry based, open to learning approach will underpin PLD at this school. For teachers this will include how their practice aligns with the Standards for the Teaching Profession, and how this impacts on student progress and achievement.

**PURPOSE:**

To ensure staff have appropriate and reasonable opportunities to engage in PLD in the areas required to meet the objectives of the school.

To provide support for staff to meet approved and agreed goals which have been designed to enhance their well-being and their ability to carry out their role within the school.

**GUIDELINES:**

PLD needs are established through the appraisal system, job description requirements, school responsibilities and the school's annual goals.

The PLD budget is allocated for each professional group on an annual basis according to the needs, priorities and resources of the school.

Each staff member in collaboration with their Appraiser identifies their annual PLD priorities as part of their appraisal process. These priorities may have been identified as a result of:

- their annual appraisal
- through their job description or statement of responsibilities
- through their specific school responsibilities
- through identification of student needs.

The Principal will consult with staff to identify PLD requirements throughout the year. From this process PLD priorities will be identified by the Principal and the Board and these will be reflected in the School's Annual Plan

Staff requesting external training as part of their PLD plan must:

- Discuss their proposal with their Appraiser.
- Fill in the PLD Request Form with all relevant details included. (Any external documentation relating to the training should be attached to this application).

- Submit this request to the Principal at least two weeks prior to the training date/s.
- If approved take responsibility for making arrangements for registration, travel, accommodation and ensuring relief staff requirements have been requested in accordance with School policies and procedures. Any bookings must be authorised through a school Order Number signed by the Principal.
- On request provide a written report to their Appraiser and/ or Principal following the training.
- Provide staff training and development based on this PLD as requested by the Principal
- Only agreed and approved training as per the process above will be considered for reimbursement either in full or partial payment on production of receipts.

**PERSONAL GOALS:**

Personal Goals will be assisted by appraisers through a reflective, supportive process. Costs associated with meeting Personal Goals will not generally be met by the school, unless this has been specifically approved in writing by the Principal.

Approved by the Board of Trustees 26.8.1996

Reviewed by the Board of Trustees 18.6.2015

Reviewed by the Board of Trustees 12.6.2019