



School

**Dunedin Rudolf Steiner**

Learning with head, heart and hands

## Professional development procedure

1. Professional development is linked to performance appraisal through the annual staff performance review. At this meeting:
    - a. Professional development needs are identified
    - b. Professional development opportunities for the coming year are discussed
    - c. Longer term needs, and a plan for meeting them, are discussed
    - d. Outcomes of the previous year's professional development are recorded
  2. Funds for professional development are made available from the School, Kindergarten, Playgroup, and Proprietor's budget, and administered by the Management Team.
  3. For some Professional development, staff will be expected to contribute to a portion of the cost: for example Steiner training confers a benefit to the teacher's future career in addition to there being a benefit to the school and kindergarten.
  4. Staff are made aware of professional development opportunities at College of Teachers meetings, and more formally through the Annual performance review process.
  5. Staff will consult with the Management Team before applying for a study grant : where possible the Management Team will support staff applying for study leave.
  6. Records of professional development are kept on staff files and through minutes of reports to any managing or governing bodies, including the report arising from the Annual performance review.
  7. Professional development information is shared with other Teachers through the College of Teachers. Reports are also made to the Kindergarten and School Board.
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Signed ..... *Pene Johnstone* .....

Date *25.06.21*

Name ..... *Pene Johnstone* .....

Review date ..... *06.24* .....