



School
Dunedin Rudolf Steiner
Learning with head, heart and hands

Professional development procedure

1. Professional development is linked to professional growth cycles and performance appraisal through the annual staff professional growth cycle review or the strategic direction of the school. 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 will consult with the Management Team before applying for a study grant: where possible the Management Team will support staff applying for study leave.
 5. 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.
 6. Professional development information is shared with other Teachers through the College of Teachers. Reports are also made to the Proprietors Trust and School Board.
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Signed

Date

Name

Next review date

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13.6.2024

Anna Noble

14.6.2027