



School
Dunedin Rudolf Steiner
Learning with head, heart and hands

Professional development procedure

Aim

The Professional Development budget should enable all staff to access appropriate professional development and should be shared equitably among the teaching team (qualified and unqualified). In cases where certain members of staff are funded for professional development that leads to diplomas or equivalent, and where this is using the budget in excess of an equitable split, then this procedure outlines the process to be followed.

Procedure

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

Funds for professional development are made available from the School, Kindergarten and Proprietors budget and administered and approved by the Management Team. Professional Development for the management team is approved by their governing body where the cost is over \$500.

The school / kindergarten professional development budget is notionally divided by the number of FTE teachers (qualified and unqualified). Professional development could include books and other resources that help the staff member's professional development. The budget includes the cost of First Aid and Child Protection Training.

Where the professional development cost exceeds the staff member's allocation then the over use of that staff members allocation will be paid back by an underuse of the budget in subsequent years. This pay back will be up to 75% of each year's budget allocation for that individual, so that there is always some training available each year.

A staff member who has overused their allocation and where the training has provided them with a recognised qualification then will reimburse the remaining overuse to the school or kindergarten if their employment ends before they have effectively accounted for the overuse. Staff will be asked to agree to this before the funding for the training is approved.

Eg \$8,000 budget and 6 FTE = \$1,333 per FTE equivalent. Each FTE gets an allocation of this. Steiner Teaching diploma costs \$ 1,600 for 2 seminars, \$600 2 flights,\$400 accommodation. Total \$2,600. So there is an overuse of \$1,267 for this one year of diploma, so for every diploma year the individual accumulates around one year for which they should remain in employment at DRSK or refund the overuse.

Unspent allocations

Unspent allocations will not roll over unless the staff member has discussed and approved this with management and has identified a particular training that it is intended for.

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.



Signed 

Date *15.1.2026*

Name *Anna Noble*

Next review date *14.1.2029*