



St Pius x High School

# Professional Learning

## Attendance at Externally Organised PL

### 1. Rationale

St Pius X High School is committed to providing teachers with the opportunity to keep current with developments in teaching and learning. It is important that as a community committed to continual learning that we look for ways to gain added understanding, knowledge and resources. External Professional Learning offers teachers the opportunity to engage with experts in the field and establish valuable networks. The evolution of curriculum and pedagogy requires teachers to commit to the regular updating of their skills.

### 2. Aims

- 2.1. To provide access to PL to all teachers that is fair and equitable
- 2.2. To assist teachers with gaining and maintaining accreditation
- 2.3. To ensure that the school makes the most of its limited financial and human resources
- 2.4. To ensure that PL is conducted in such a way that learning outcomes are enhanced for all teachers and students.
- 2.5. To ensure that attendance at PL does not interfere with the smooth running of the school.

### 3. Implementation

Professional Learning organised by external providers are publicised in various manners: CSO website, Publishers information, Conference advertising etc. All staff will have access to this information.

#### **The following process will be used by teachers requesting to attend external PL:**

- 3.1 Complete the application form – available on the Staff drive - and give it to the Studies Coordinator. If the PL has a pastoral focus then the form is submitted directly to the Dean of Students.
- 3.2 The Studies Coordinator comments, recommends the PL or otherwise and returns the form to the teacher.
- 3.3 The teacher gives the request to the Assistant Principal who comments where necessary before forwarding it onto the Principal for approval or otherwise. The Principal returns the form to the AP who returns it to the Coordinator and finally the teacher.
- 3.4 The teacher must submit the completed form with the request for funding to the Bursar. Once the request has been processed the form will then be filed in the office and the electronic database of staff PL will be regularly updated by office staff.
- 3.5 The teacher must ensure that the AP responsible for staffing is made aware of any release requirements, funding sources etc and that work is provided for replacement teachers
- 3.6 On completion of the PL the teacher must provide feedback/resources etc to the Coordinator, the faculty and possibly the rest of the staff as is deemed appropriate. This will be negotiated as part of the request for attendance at the PL.

### 4. Budget

At the beginning of each year the school Executive will allocate appropriate funds for the provision of Professional Learning.

## **5. Evaluation**

This policy will be reviewed as part of SEVDEV process.

Adopted 2012