

<p>BLOMFIELD SPECIAL SCHOOL & RESOURCE CENTRE PROFESSIONAL LEARNING AND DEVELOPMENT (PLD) POLICY</p>
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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.

Approval of PLD may be determined by identified individual staff needs, student needs and the strategic direction of the school.

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 Professional Growth Cycles, 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 learning 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 must:

- Discuss their proposal with an appraiser or senior leader
- 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 an approved purchase order.
- 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 WELLBEING 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

Reviewed by the Board of Trustees 22.10.2025