
Macleans College - POLICIES & DIRECTIVES

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Staff Development

RATIONALE:

The Macleans College Board of Trustees will provide the resources needed for a staff development programme which improves the capabilities of all staff - teaching and non teaching - and therefore enhances the learning opportunities and environment of all students.

PURPOSES:

- 1 To ensure that all teaching staff are aware of current curriculum developments.
- 2 To ensure all teaching staff are aware of how students learn and to develop students' critical thinking practices.
- 3 To give all teaching staff the opportunity to develop classroom management, programme development and evaluation, and assessment technique strategies.
- 4 To ensure non teaching staff have the opportunity to develop all the skills and practices necessary to support the School's teaching, learning, assessment, reporting and student services programmes.
- 5 To create an environment where all staff are willing to seek out opportunities to improve aspects of performance.

PROCEDURES:

- 1 Teaching staff development will be managed on a day to day basis by a team consisting of a member of the Senior Management Team, the teacher in charge of appraisal, and the teacher in charge of staff development.
- 2 Non teaching staff development will be organised and managed by the relevant SMT supervisor or their delegated nominee.
- 3 The Staff Development Management Group will be responsible for gathering information about staff needs and opinions regarding staff development.

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- 4 Staff development will be available to all staff - teaching and non teaching - and will be discussed and recorded at the staff appraisal interview.
- 5 All requests for staff development must be directed initially to the appropriate Head of Department, Senior Management Team, whanau house leader, Finance Manager or Property Manager and then to the Staff Development Management Team.
- 6 Staff development will be managed within the guidelines laid down by the Board of Studies and according to the priorities set for the current year. Programmes may be initiated relating to the goals and objectives of the school as a whole.
- 7 The Teaching and Learning Team is responsible to the Board of Studies for reviewing staff development policies and procedures.
- 8 Funding will be sufficient for both staff development course fees and staff cover for classes, to ensure a credible staff development programme is maintained.
- 9 The effectiveness of staff development courses and opportunities will be evaluated from feedback by staff.
- 10 The staff development programme will be an accountable one but it will also be flexible in order that it will be able to respond to the changing needs of staff, students, the curriculum and the community.

COMMITMENT:

The Macleans College Board of Trustees will have a well designed staff development programme which will be flexible and responsive to the changing needs of students, staff, the community and the curriculum.

OTHER RELEVANT DOCUMENTATION:

- Teaching and Learning Team