



BLACKFRIARS
PRIORY SCHOOL

PROFESSIONAL LEARNING & DEVELOPMENT POLICY & PROCEDURE

Date Approved: 2020

Review Date: August 2022

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CONTEXT

As the only school founded by the Dominican Friars in Australia, Blackfriars Priory School remains faithful to the search for Truth (Veritas) as lived and taught over the last 800 years by the Order of Preachers (Dominicans), and exemplified by Saint Dominic, our Founder, and Saint Albert the Great, our Patron.

Saint Dominic's commitment to study continued throughout his life. The pursuit of knowledge was not for its own sake but to better understand God's creation and its use in the works of the Order has continued through the centuries. Today, Dominicans can be found throughout the world.

An early member of the Dominicans was Saint Albert the Great. He became a lecturer, scientist, philosopher and Bishop. After his death he was recognised as a Doctor of the Church. The Doctor Universalis – The Universal Doctor, in recognition of his extraordinary genius and extensive knowledge, for he studied every branch of learning known at his time. His quest for knowledge saw him study everything he could find as it was through learning about creation, that he was able to know more about the creator, God, and then hand on that information to all he taught.

The lifelong commitment of Saint Dominic and Saint Albert to discovering and applying Truth to hand on to others remains at the core of the Blackfriars teaching pedagogy and its community. Blackfriars is built upon the Four Pillars of Dominican Life: Prayer, Study, Community Life and Service.

PURPOSE

The purpose of this policy is to ensure that professional learning and development supports the growth of a successful, skilled and innovative staff that improves learning and teaching outcomes in a Catholic Dominican Context at Blackfriars Priory School.

SCOPE

This policy applies to Staff of Blackfriars Priory School.

POLICY

The School is committed to:

- Creating and retaining a highly qualified, skilled, motivated and supported Staff
- Ensuring Staff in all areas have the required knowledge and skills to undertake their work and to support each other for learning, growth and achievement within budgetary parameters
- Ensuring Staff have access to the support and development they require to optimise learning and teaching outcomes
- Providing professional learning, coaching and mentoring for aspiring and current leaders
- Encouraging innovation and continuous improvement
- Enhancing leadership development
- Building leadership capacity in the design and support of professional learning
- Developing a culture which has a collective responsibility for continual improvement
- Collaboratively designing, developing and evaluation professional learning programs
- Valuing external and internal professional development opportunities.

The School will establish and maintain a Professional Learning Committee who will work to support these commitments by:

- Discerning how the professional learning experience will impact Student outcomes positively
- Aligning professional learning with the School's priorities
- Fostering the growth of sustainable learning networks
- Using professional standards as a reflective tool
- Responsibly distributing budgeted monies to professional learning applications and opportunities
- Approving successful professional learning applications.

The Professional Learning Committee is endorsed by the Principal and represents the following management of both teaching and non-teaching staff:

- Deputy Principal (Secondary)
- Head of Primary (ELC-6)
- Business Manager
- APRIM
- Director of Development and Community Relations

PROCEDURE

CONSIDERATION OF APPLICATION FOR PROFESSIONAL DEVELOPMENT

1. The Professional Learning Committee meets fortnightly.
2. Applications for Professional Development must be submitted at least 14 days prior to the planned event.
3. If a Staff member has not received confirmation of approval/non-approval within 7 days please contact the Personal Assistant, Senior Leadership.
4. Staff approved to attend professional learning outside of their scheduled work time will not be paid for any additional hours unless the professional learning is mandated by the School.

Step 1 – Approval

- Staff member completes the Staff Application for Professional Development form attaching required documentation.
- Application is submitted to the appropriate person as follows:
 - **Secondary Teaching Staff:** Curriculum Leader
 - **ELC and Primary Teaching Staff:** Head of Primary
 - **Faith Development and Justice:** APRIM
 - **Student Wellbeing Years 7-12:** Assistant Deputy Principal, Wellbeing (7-12)
 - **Education Support Officers:** Business Manager
- Recommendation is to be signed by the appropriate person and submitted to the Personal Assistant, Senior Leadership.
- The Application will be reviewed and tabled at the Professional Learning Committee Meeting by the Deputy Principal (Secondary) (Chairperson of the Professional Learning Committee.)

Step 2 – Communication to Staff and Staff Records

1. Personal Assistant, Senior Leadership, will email Staff member to confirm approval or non-approval
2. Personal Assistant, Senior Leadership will enter approved Professional Development data for employee in Synergetic.

Step 3 – Administration

Personal Assistant, Senior Leadership, will forward approved applications to the Administration Coordinator Office for the entering of information into the School Calendar and Daily Bulletin.

Step 4 – Finance

Administration Coordinator Office will on-forward applications requiring registration and payment/invoices to the Accounts Payable Officer for processing.

Step 5 – Professional Development Record

On completion of Steps 1 – 4, the original application, approved or not approved, will be forwarded to the Executive Assistant to the Principal Office for filing in the employee's Personnel File.

RELATED DOCUMENTS/LINKS

1. Blackfriars Strategic Plan 2016 – 2020 and Collaborative Learning Communities Policies and Procedures for Professional Development [Link](#)
2. AITSL Teacher Standards
3. AITSL Principal Standard
4. 2017 Catholic Schools Enterprise Agreement
5. Teacher Registration Board of South Australia
6. Australian Taxation Office - Interstate Travel Allowance
7. Staff Application for Professional Development form

POLICY IMPLEMENTATION

Responsibility for implementation, monitoring and review of the policy is vested in the following roles:

Professional Learning Committee

POLICY REVIEW

Frequency: Every 2 years

Next review date: August 2022

APPROVAL AUTHORITY / POLICY OWNER

Blackfriars Priory School