



12. STAFF PROFESSIONAL GROWTH CYCLE AND PROFESSIONAL DEVELOPMENT

Rationale

All staff are expected to set aside time to reflect on their job and be supported to improve their performance. The Board acknowledges the importance of professional development and, so far as resources allow, will endeavour to ensure that all staff have access to appropriate opportunities.

Professional Growth Cycle

Purposes

- As a formative process so that staff can review their work in a structured and supportive manner, have achievement recognised, define areas for on-going development, and to inform the provision of individual professional development.
- As a summative process for the purpose of documenting evidence of the standards required for maintaining Practising Teacher certification.

Guidelines

- The Principal is responsible to the Board for implementing the Professional Growth Cycle Policy and process for staff. The Principal may delegate professional leader duties (formerly known as appraiser) to other staff. The Presiding Member is responsible to the Board for the Professional Growth Cycle of the Principal.
- All staff are involved in a Professional Growth Cycle process on an annual basis (both teaching and non-teaching).
- The Professional Growth Cycle process is documented. The Principal, Associate Principal and professional leader and staff member each retain a copy.
- Professional Learning Development (PLD) needs are requested through the senior leader responsible for individual PLD allocation.
- In the event of a dispute between a professional leader and staff member (regarding the Professional Growth Cycle), the Principal appoints a mediator to resolve the dispute. The mediator will be bound by strict confidentiality and shall play no part in conducting the Professional Growth Cycle process.

Professional Learning and Development

Purpose

To support staff to realise the Vision of James Hargest College and ensure a culture of continual reflection and improvement in teaching quality.

- The Teaching and Learning Committee oversees the schoolwide approach to professional development opportunities. The distribution of the PLD resources to individual staff is delegated to Associate Principal on each campus.
- The provision of professional development is guided by a set of principles developed by the Committee (refer "[Principles of Professional Development at James Hargest College](#)")

<https://teachingcouncil.nz/professional-practice/professional-growth-cycle/>

Ratified by Board of Trustees

31st October 2024

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Updated by: L McDonald	Approved by: BOT	Page: 1 of 1