



# PROFESSIONAL LEARNING POLICY

## Rationale

- The process of improving and increasing capabilities of staff through access to education and training opportunities in the workplace, through outside organisations, or through watching others perform is critical to the provision of the best in learning and teaching for our students and the improvement of student learning outcomes.
- The same is true for professionals with many years' experience in the workplace. Continuing **professional development is important** because it ensures staff continue to be professionally up-to-date and competent. It is an ongoing process and continues throughout a **professional's** career.

## Purpose

- To ensure staff develop the knowledge and skills they need to address students' learning challenges.
- To ensure effective professional learning so that teachers improve their pedagogy and cause administrators to become better school leaders.
- To ensure staff gain additional formal and informal qualifications which will enable them to advance in the profession.
- To ensure that school priorities as described in Northcote Primary School Strategic Plan are the focus for staff professional learning.
- To ensure that, where applicable, Northcote Primary School staff members are aware of DET policy and guidelines.
- To ensure Northcote Primary School has strategies in place to support the Child Safe Standards.

## Definitions

In education, the term **professional development** may be used in reference to a wide variety of specialised training, formal education, or advanced **professional** learning intended to help administrators, teachers, and other educators improve their **professional** knowledge, competence, skill, and effectiveness.

Professional development is learning to earn or maintain professional credentials such as academic degrees to formal coursework, attending conferences, and informal learning opportunities situated in practice.

## Implementation

- Improvement in student outcomes is the driving force behind all school professional development/professional learning.
- In planning whole-school professional development/professional learning, Northcote Primary School will reference the *Framework for Improving Student Outcomes* which uses the latest research on student learning and global best-practice to assist schools to focus their efforts on key areas that are known to have the greatest impact on school improvement.
- All staff including ES staff are required to develop Professional Learning Plans which are evaluated and reviewed regularly.

- The plans must have a component which relates to school goals, targets and the identified key learning strategies.
- Professional Learning will be a key component of whole staff meeting time and of pupil free days.
- All staff are expected to undertake specific mandatory training as follows:

#### Anaphylaxis Management

- the anaphylaxis online ASCIA e-training course which is fully funded for all Victorian school staff and asthma management
- have their competency in the use of an EpiPen® tested within 30 days of course completion
- identified staff will undertake more specialised training which will enable them to act as supervisors

#### Asthma Management

- annual **non-accredited training** in Asthma first aid management provided through the Asthma Foundation
- other identified staff will undertake **accredited training** in asthma management by a Registered Training Organisation, paid for by Northcote Primary School every three years.

#### Mandatory Reporting (Child Protection)

All staff will complete the online [Protecting Children – Mandatory Reporting and Other Obligations eLearning module](#) mandatory reporting module/s.

#### Occupational Health & Safety

All staff will complete the online modules

- Manual Handling
- Ergonomics
- Slips, Trips and Falls
- Hazards and Incident Reporting
- Risk Management, and others as training modules become available.

#### Child Safe Policy

Our school culture aims for all staff and volunteers (in addition to our parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. Training and education is important to ensure that everyone in Northcote Primary School understands that child safety is everyone's responsibility.

We will train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also will support our staff and volunteers through ongoing supervision to develop their skills to protect children from abuse, to promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

New employees and volunteers will be briefed and then supervised regularly to ensure they understand our philosophy and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate.

In order to achieve this, there will be a scheduled component of staff professional development time devoted to understanding of our child safe culture.

Volunteers and others working regularly in Northcote Primary School, e.g. music instructors will be invited to attend a briefing session on Northcote Primary School's child safe policy. However this is pre-requisite training for persons wishing to work as "helpers" or "semi-professionals" within Northcote Primary School.

Before commencing work in Northcote Primary School, contractors also will be briefed as part of their induction to Northcote Primary School.

Staff will be briefed on the range of policies that are listed in the communication schedule. These include:

- Bullying & Harassment
- Child Safe
- Drug Education/Use
- Duty of Care

- Emergency Management Plan
- First Aid
- Gifts, Benefits & Hospitality
- Homework
- Information Privacy
- Medication (administration of)
- Risk Management
- Smoking Ban
- Student Engagement
- Sun & UV Protection
- Yard Duty/Supervision
- A sufficient number of staff members will be trained in Level 2 first aid to comply with the OH&S schedule.
- New staff will be trained in their anaphylaxis and asthma management responsibilities, mandatory reporting obligations, OHS modules and school practices and procedures as part of the induction procedure.
- For additional information, please refer also to the policies listed above.

### **Evaluation**

- This policy will be reviewed as part of Northcote Primary School's three-year review cycle or if guidelines change (no current specific DET A-Z Index reference).

**NPS School Council ratified this policy on the 5<sup>th</sup> December 2018**

Reference:

[www.education.vic.gov.au/school/principals/spag/safety/Pages/property.aspx](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/property.aspx)