

1. Rationale

- 1.1. The purpose of this document is to outline the requirements and process for the management and use of Teacher Professional Learning funds at Banora Point High School. BPHS is committed to providing an education that fully develops the talents and capacities of all students. Professional learning is valued and recognised as a major contributing factor for improving the learning outcomes of students.
- 1.2. This policy outlines the processes and procedures for Teacher Professional Learning at Banora Point High School, consistent with the guidelines provided in the DEC Professional Learning Policy for Schools (appendix 7.1.)

2. Policy Statement

- 2.1. A Teacher Professional Learning Team will be appointed, coordinated by the Deputy Principal and consisting of the Deputy Principal and two executive members.
- 2.2. The Teacher Professional Learning Team will be responsible for planning, implementing and evaluating the professional learning component of the endorsed school management plan, team management plans, faculty management plans and individual professional learning plans..
- 2.3. The Teacher Professional Learning Team will be responsible for managing the expenditure of Teacher Professional Learning funds provided to the school.

3. Implementation

- 3.1. BPHS teachers will be supported in developing a Personal Professional Learning Plan.
- 3.2. The Teacher Professional Learning Team will meet on a fortnightly basis.
- 3.3. Minutes of all Teacher Professional Learning Team Meetings (appendix 7.7.) will be made available after each meeting and accessible on the BPHS intranet.
- 3.4. The Teacher Professional Learning Team will develop and publish a calendar of BPHS TPL activities (appendix 7.6.).
- 3.5. The Teacher Professional Learning Team will monitor and manage TPL funds
- 3.6. Information regarding Teacher Professional Learning opportunities, will be posted in the staff common room.

- 3.7. APPLICATION FOR PROFESSIONAL LEARNING FUNDS forms (appendix 7.3.) will be available in the staff common room and the BPHS intranet.
- 3.8. Applications will need to be submitted to the Deputy Principal for consideration at the next TPL Team Meeting.
- 3.8.1. Applications for TPL must indicate approval from the applying teacher's supervisor, with their signature.
- 3.8.2. The completed course application is to be attached to the TPL application (this is not to be regarded as approval for the TPL activity and the applying teacher is not to register for the activity at this point).
- 3.8.3. Applicant's indicating that they wish to travel by plane will need to include a completed approval to fly application with their TPL application (appendix 7.8.)
- 3.8.4. Feedback regarding APPROVAL/DECLINE/REQUEST FOR MORE INFORMATION of TPL applications will occur by email to the applying teacher and their supervisor, within 1 day of the TPL Team meeting.
- 3.8.5. Approved applications will be forwarded to the SAM for registration and organisation of payment/s.
- 3.8.6. Approved applications will be communicated to the Casual Relief Organiser for managing cover if required and approved.
- 3.9. The Deputy Principal will maintain a diary of approved Teacher Professional Learning activities.
- 3.10. On completion of any TPL activity, the participating teacher/s must complete an evaluation form (appendix 7.5.) and submit to the Teacher Professional Learning Team, on completion of the professional learning activity.

4. What constitutes Teacher Professional Learning?

- 4.1. Teacher Professional Learning refers to all training and development opportunities, formal and informal, individual and shared, that provide opportunities for professional discourse, interaction, practice, reflection and analysis.
- 4.2. Teacher Professional Learning can occur face-to-face, online or through other modes of delivery.
- 4.3. Teacher Professional Learning funds can be used to purchase resources to support Teacher Professional Learning.
 - 4.3.1. costs associated with participation in professional learning workshops, activities, conferences and courses within and beyond the school
 - 4.3.2. costs for staff participation in online professional learning opportunities
 - 4.3.3. purchases of, or subscriptions for, professional resources such as books, journals or electronic publications that support professional learning for staff
 - 4.3.4. costs for employing external professional learning providers.

5. Responsibilities:

- 5.1. The Deputy Principal, appointed as the Principal's nominee, is responsible for supervision and management of the TPL Team and the TPL funds.
- 5.2. The Deputy Principal, appointed as the Principal's nominee, is responsible for reporting on TPL in the Annual School Report.

6. Monitoring, evaluation and review

- 6.1. All teachers who undertake Teacher Professional Learning are required to complete a BPHS evaluation form (appendix 7.5.) on their return to school or on completion of the Professional Learning activity.
- 6.2. Updated TPL financial position (appendix 7.4.) will be included in each TPL Team meeting, for monitoring TPL funds and will be used to assist in the decision making process when considering TPL Applications, evaluations for the Annual School Report and to identify trends to support the development of the School Management Plan.

6.3. The Teacher Professional Learning Team will monitor expenditure on professional learning against the achievement of the objectives of the endorsed school plan.

7. Appendices

7.1. DEC Professional Learning Policy for Schools

7.2. DEC Professional Learning Continuum

7.3. BPHS Application for Teacher Professional Learning Funds

7.4. BPHS Teacher Professional Learning Funds Management Tool

7.5. BPHS Teacher Professional Learning Evaluation

7.6. BPHS Teacher Professional Learning Calendar Template

7.7. BPHS Teacher Professional Learning Team Meeting Minutes Template

7.8. Authority to Fly form