



PROFESSIONAL DEVELOPMENT POLICY

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PROFESSIONAL DEVELOPMENT POLICY

1. PURPOSE

Australian Islamic College Perth Inc. has a commitment to:

- Developing, maintaining and fostering a vibrant culture of professional learning
- Developing and improving staff expertise
- Tailoring professional development activities and staff performance against additional performance indicators as specified in the College Performance Management Policy.

2. SCOPE

This policy applies to all staff members of the College.

3. EXPECTATIONS

- Professional Learning will be available and accessible to every staff member of the College.
- Professional Learning is an intrinsic component of the College's policy on performance management.
- Professional Learning will be designed to meet staff expectations and obligations in terms of teaching performance, administrative skills, specialist skills as well as knowledge required to meet compliance requirements as specified by external agencies.
- Professional learning will be monitored to meet priority areas and interests which may arise from time to time.
- Professional Learning activities will be supported by mentoring where required.
- College staff who have undertaken Professional Learning will be expected to share their new found knowledge, skills and expertise with other staff on an individual, learning area or whole school basis as deemed to be appropriate.
- Professional Learning will be organised and planned for at learning area level by the HOLA's as part of their planning for the incoming academic year. Final approval rests with the Dean of Studies.
- Priority will be given to activities which promote curriculum review and development and the introduction of legislated education policies, for example the Australian Curriculum.
- A College Professional Learning calendar will be drawn up for each academic year.
- HOLA's will facilitate the inclusion of professional learning into every staff member's performance management review.
- HOLA's will record attendance at departmental professional learning meetings, keep minutes and forward electronic copies of these to the Dean of Studies as soon as is practicable thereafter.
- Staff will be expected to record and keep evidence of their professional learning

- Staff will be expected to engage in such professional learning activities as required for the maintenance of TRBWA and WWCC membership and provide confirmation that they have fulfilled the specified requirements
- Staff will be expected to attend professional learning activities as required to meet the legal and ethical obligations of the profession

4. PROFESSIONAL LEARNING ACTIVITIES

The College recognises the importance ongoing professional learning to support the needs of the staff in carrying out their professional responsibilities towards the students in their care. All staff are expected to keep abreast of developments both in their subject discipline as well as innovations in curriculum provision and educational practice. This may be achieved in a number of ways which may include but not be limited to:

- Attendance at AIC professional learning seminars, briefings, presentations and workshops which are organised at weekly staff meetings or on student-free days
- Attendance at workshops, seminars and conferences as provided by external organisations, for example AISWA, Department of Education, Catholic Education et al
- Personal research and further study
- Curriculum and Course reviews
- Sharing good practice, knowledge, experience and expertise through regular learning area and staff meetings
- Engaging in professional supervision
- Engaging in professional mentoring
- Providing demonstrations of exemplary teaching
- Observation of exemplary teaching
- Professional reading of educational periodicals and other literature
- Writing and/or presenting professional documents and policies
- Active membership of professional bodies engaged in the support of their subject specialist area

5. CONCLUSION

AIC recognises the importance of engaging and retaining highly skilled and motivated academic staff to ensure the provision of a stimulating, challenging and innovative learning environment for the students. In an environment of rapid change it is essential that staff embrace a culture of lifelong learning and regularly update their knowledge and skills across their professional lives in order that they maintain competence and currency in their chosen specialist field and thereby provide the best possible service to the students.

Implementation date: [February 2017]
 Approved by: [Executive Principal]
 Next review: [February 2018]