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TITLE OF THE POLICY:	STAFF DEVELOPMENT	No: 79
EFFECTIVE DATE		
DATE OF NEXT REVIEW		
LEGISLATIVE FRAMEWORK		

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1. PREAMBLE

The National Policy Framework for Teacher Education and Development in South Africa (2007) contends that the role of educators is of strategic importance in the development of the intellectual, moral and cultural aspects of the youth of this country. This Policy Framework calls for ensuring that:

- a) Educators are properly equipped to undertake their essential and demanding tasks;
- b) Educators continually enhance their professional competence and performance;
- c) There is a dynamic balance between demand and supply of educators;
- d) There is a community of competent educators dedicated to providing education of high quality, with high levels of performance as well as ethical and professional standards of conduct and behaviour;
- e) Educators are deservedly held in high regard by the communities they serve.

The school commits itself to upholding and contributing to these framework stipulations.

2. PURPOSE

The Staff Development Policy is one of the critical guiding documents of our school. The purpose of this policy is to:

- a) Regulate the provision and support of educator development initiatives and processes in the school.
- b) Provide a platform through which the staff development initiatives of the education department are coordinated.
- c) Ensure that attendance to training workshops is properly managed.
- d) Develop strategies to promote the professional and personal development of educators.

3. STAFF DEVELOPMENT COMMITTEE

The school shall establish a ----- members Staff Development Committee (SDC) that shall be chaired by a member of the School Management Team (SMT) other than the Principal or Deputy Principal. The SDC shall have the following main functions and roles:

- a) Promoting the vision and mission of the school to staff.
- b) Ensuring that all newly appointed staff members are properly inducted into the school functionalities and processes.
- c) Compile staff training needs and try to ensure that the training needs, where possible, are attended to.
- d) Shall, in collaboration with the SMT facilitate the attendance of staff to workshops and other training programmes.
- e) Shall develop fund raising mechanisms to scout for training funds to support the training needs of the school.
- f) Conduct a skills audit of the school every ----- years.

4. STAKEHOLDER COMMITMENT

4.1. The School

- a) The school shall ensure that all staff members are introduced to the vision and mission of the school.
- b) The provision of development opportunities shall be accorded to all staff members on the basis of the needs of the school.
- c) There shall be no favouritism on the provision of training and development programmes.
- d) Staff development shall be aimed at advancing the school development plans (SDP's).
- e) Where possible the school shall endeavour to support its staff towards their professional development initiatives. Such support shall be in terms of information provision, advices and workload consideration.
- f) The school shall consider views and ideas of staff on its operational planning exercise to take into consideration the staff development needs.
- g) Staff shall be supported in understanding how they, individually and collectively, can contribute to the achievement of the school's vision and the individual's development and personal growth.

4.2. Line Managers

- a) Line managers shall ensure that all their staff members are aware of their rights to access development services available at their disposal.
- b) Line managers shall, through the personal development review, ensure that members of their teams are consulted in terms of their developmental needs.
- c) All line managers shall commit themselves to supporting their staff to advance their personal and professional development.

4.3. The Educator

- a) Each and every educator shall have a high degree of responsibility for their own professional development.
- b) Educators shall not neglect their main teaching responsibility and focus on the attainment of the personal development (PD) points.
- c) Educators shall be required to develop themselves so that they are specialists in particular learning areas, subjects or phase.
- d) Educators must be specialists in teaching and learning, and in assessment.
- e) Educators are expected to be curriculum developers, administrators, and managers.
- f) Educators should be scholars and lifelong learners.
- g) Educators shall be expected to be professionals who play a community and citizenship role.
- h) Each and every staff member shall be expected to participate in the review of their professional development needs with their line managers linked to the Integrated Quality Management System (IQMS) of the school.

5. TYPES OF TRAINING AND DEVELOPMENT SUPPORT

The school shall provide the following types of training and development support for its staff:

- a) Attending workshops internally organised and externally organised.

- b) Attending cluster workshops and meetings.
- c) Opportunities accorded to staff members to be chairpersons of committees and run meetings of such committees.
- d) Participation of staff in relevant organisations.
- e) Invitation of guest speakers to address staff on different personal development areas.

6. ATTENDANCE TO WORKSHOPS/SEMINARS

Staff shall be encouraged to attend and participate in workshops/seminars organised by the department and the school. The following guidelines shall apply regarding attending workshops/seminars:

- a) Attendance to workshops/seminars shall not compromise the teaching and learning in the school.
- b) Learners shall always have precedence over other activities that may require educators to leave the school, thus arrangements shall be made to accommodate learners prior to attending workshops/seminars.
- c) Where possible, workshop shall be attended to in the afternoons.
- d) The school shall compensate educators for the transport costs to attend workshops/seminars. The compensation amount shall be R ----- per km for the use of a private vehicle. The actual cost for using public transport shall be compensated as such.
- e) Staff members attending the same workshop or workshops in the same venue/vicinity shall use a common transport to save on transport costs.
- f) The use of private/personal transport to attend workshops/seminars shall be officially approved by the Principal.

7. WORKPLACE TRAINING

- a) Staff shall be encouraged to learn regularly from their workplace activities.
- b) Staff shall be expected to share their learning and work experiences with fellow colleagues and peers.
- c) The peer evaluation shall be promoted in the school as a form of staff development.
- d) Mentoring of new and existing staff shall be implemented in the school.
- e) Job rotation and changing shall be used as a form of training through exposure and multi-skilling approach.
- f) Work shadowing shall be implemented to assist and introduce new employees to the functioning, work culture and work ethics of the school.
- g) The formation of work teams and clusters in different learning areas and grade support shall be encouraged in the school.
- h) The school shall promote the sharing of best practices within and beyond individual grades and levels.
- i) The school shall also promote partnerships and collaborations with other schools to expose our educators to other best practices.
- j) The school shall encourage international relations with other schools outside the borders of the Republic.

8. QUALITY MANAGEMENT AND ASSURANCE

The provision of training and development opportunities shall not be done just for the sake of it, but shall seek to promote the provision of quality teaching and quality learning in the school. To ensure this

commitment, the school shall promote proper management of all training endeavours in the school. The following quality assurance and management mechanisms and systems shall be put in place and implemented:

- a) Quality management tools shall be developed for purposes of managing the quality of training programmes and workshops.
- b) Reports on training programmes attended and offered shall be required from each and every staff member who attends training workshops/seminars.
- c) In-house development initiatives shall be evaluated against set criteria.
- d) Continuous reviews of training programmes shall be carried out on all such programmes that are carried out in the school for its staff.
- e) Improvement strategies shall be sought on training programmes arranged and run by the school.

13. IMPLEMENTATION AND REVIEW OF POLICY

- 1) This Policy of the school becomes effective as from the date when the stakeholders of the school adopt it.
- 2) The policy will be reviewed by the stakeholders of the school at the start of each year to ensure that it complies with the changing legislation.

<i>THIS POLICY HAS BEEN ADOPTED:</i>		
DATE: _____		PLACE: _____
Stakeholders	Initials & Surname	Signature
Principal		
Deputy Principal / DH		
SGB Chairperson		
SGB Secretary		
The policy shall be reviewed every _____		

Circuit Manager: _____

Date: _____