



PROFESSIONAL PRACTICE DAYS POLICY

Rationale

From the commencement of the 2018 school year each teacher is entitled to one day per term (four days per year) release from their scheduled duties, including teaching, to focus on the improved delivery of high quality teaching and learning. These days are in addition to existing pupil free days.

1.0 Guidelines

- 1.1** The work undertaken on these days will be consistent with departmental and school priorities and selected from the following areas:
planning, preparation, assessment of student learning, collaboration, curriculum development, relevant professional development and peer observation including feedback and reflection.
- 1.2** The timing and focus of each day for each teacher will be nominated by the teacher and be agreed in consultation with the principal.
- 1.3** These days are pro rata for a teacher employed part time.
- 1.4** The teacher will ensure that the learning program of the students is continued during the professional practice days.

2.0 Implementation

- 2.1** All staff will be issued with a copy of the college Annual Implementation Plan and are asked to consider this, the college professional development plan, their performance and development plan (PDP) and their specific teaching allotments when determining the focus for their professional practice days.
- 2.2** Faculty Heads will have an opportunity to request coordination of teacher release to enable teacher teams to use professional practice days for team planning, moderation, assessment, observations or joint professional learning.
- 2.3** If requested the college will provide a designated space for teachers to meet and work during their professional practice days.
- 2.4** A calendar of the year will be provided which indicates available days for professional practice. Staff will be required to nominate their selected professional practice days for each semester (maximum one day per term) by the end of the second week of the relevant semester. Should staff not nominate, days will be allocated to them. The principal, in consultation with the Management Advisory Committee (MAC) and daily organisers, will review staff nominations and manage this process to ensure effective operations of the college.



- 2.5** Each teacher will complete a professional practice form which will indicate the date, location, nominated focus for their work and other staff involved.
- 2.6** Normal attendance rules and times of the day apply for all professional practice days.
- 2.7** If a teacher is absent on one of their approved professional practice days, this day will not be rescheduled and this day will be lost.
- 2.8** Where the timing and/or focus are not agreed the timing will be determined by the principal and the focus of the day will be determined by the teacher and will be consistent with the focus areas set out in guideline 1.1.
- 2.9** The college will work towards the maximum number of teachers released during a day of six (6) across both campuses. There may be some exemptions from this as determined by the principal, for example learning area teams.
- 2.10** Part-time teachers will be rostered off for their professional practice days in full day units across the year according to the following table:
- | | |
|------------|--------|
| 0.2 – 0.39 | 1 day |
| 0.4 - 0.59 | 2 days |
| 0.6 - 0.79 | 3 days |
| 0.8 - 1.0 | 4 days |
- 2.11** Teachers will prepare suitable and sufficient work for classes left and ensure that Compass documentation/postings are completed.
- 2.12** The daily organiser will make every effort to ensure that casual relief teachers of the same learning area specialisation are employed to cover the classes left by teachers during their professional practice days.

BASIS OF DISCRETION

The principal can, due to extenuating circumstances, make other arrangements with the teacher.

REVIEW CYCLE

This policy was last update in June 2018 and is scheduled for review in June 2021.