

## St. Vincent's Secondary School

### Policy on Support for Staff Professional Development

1. **Name:** Policy on Staff Professional Development – Support/Funding
2. **Scope:** This policy applies to all members of the Staff who have been employed in the school for at least one year
3. **Related to Mission/Vision/Aims:** The Board of Management of St. Vincent's Secondary School is committed to encouraging and supporting members of the Staff to engage in self development and in particular to participate in professional development which will assist them in their teaching and broader contributions to the life of the school. This commitment to staff professional development emanates from the school's wish to promote a community of learners where ongoing self development is encouraged and supported in the tradition of Edmund Rice education
4. **Rationale:** This policy will act to encourage and support staff members to engage in professional development and will, in particular, provide a framework for the granting of funding by the Board of Management for any such activity in a manner which is open and transparent.
5. **Goals:** The following are the key goals of this policy:
  - The creation of a professional community of learners in St Vincents.
  - A source of encouragement and support for Staff to participate in programmes of professional development
  - An outline for the Board and Staff of the level of financial support available to Staff and the terms applicable to the provision of that support
6. **Content:** Through the publication of this policy document and regular reminders the Staff will be made aware of the Board's support for Staff Professional Development on the following terms:

#### ***Eligibility to Apply:***

- A member of Staff must have completed at least one year employment in the School
- The course in question must be shown to be directly relevant to the applicant's role and function in the school
- The applicant will have received confirmation of an offer of a place on the course in advance of applying for financial

support

- Where courses extend to more than one academic year the applicant must reapply for funding for each year
- The applicant must have investigated other sources of funding e.g. Teacher Fee Refund Scheme ( See Circular 81/04)

***Policy Administration:***

- All applications for support must be made to the Secretary, Board of Management on the attached Application Form
- The Board will agree and publish on an annual basis, as part of the budgetary process, the total fund available for Staff Professional Development
- The Board will agree and publish, annually, a closing date for receipt of the Applications Forms for Staff Professional Development.
- A decision on each application will be conveyed to all applicants within 20 days of the closing date for receipt of applications
- Applications will be forwarded the grant on the successful completion of the phase of the course in a given academic year.
- Applicants will be expected to give a clear indication of the steps they have taken to apply for support from other sources e.g. Department of Education and Science Teacher Fee Refund Scheme (See Circular 81/04)
- Successful applicants will receive
  - a) if no financial gain is made from the qualification - up to a maximum of 50% of the course fee or €1,500, whichever is the lower.
  - or**
  - b) if a financial gain is made from the qualification – up to a maximum of 50% of the course fee or €200, whichever is the lower.

***Criteria for Decisions by the Board on the Applications:***

- Where the number and amounts requested exceeds the support available priority will be given as follows:
  - i. Applicants who haven't received funding within the previous three years
  - ii. Applicants who intend to pursue courses that have direct relevance to subjects been taught by the applicant or when the Board of Management perceive a need to be met within the school.

- iii. Applicants who intend to pursue courses that have direct relevance to a pastoral, including spiritual role, which the applicant is undertaking in the school
- iv. Applicants who intend to pursue courses that have direct relevance to administrative and/or extra-curricular involvement of the Staff member in the school

**7. Roles and Responsibilities:**

- The Board of Management will ensure that this policy is published to the Staff through the Principal. An annual reminder will also be published by the Principal
- The Board will agree a total amount available for Staff Professional Development for the following school year as part of the annual budget process
- The Board will at its first meeting each school year agree a closing date for applications
- Application Forms will be available from the location to be decided by the Principal
  
- It will be the responsibility of staff members to ensure that Application Forms are fully completed and submitted to the Board in advance of the closing date.
  
- If granted funding the individual undertakes to refund the grant if of their own choice they leave within 2 years of receipt.

**8. Success Criteria:**

- The policy will be considered a success when there is an awareness and interest among members of the Staff in undertaking professional development courses
- The Board will be in a position to allocate the total funding budgeted for Staff Professional Development on an annual basis.

9. **Evaluation:** This policy will be reviewed on an annual basis by the Board of Management.

10. **Timeframe:** This policy has been approved by the Board of Management and will be implemented for the school year 2010/2011.

**Application Form for Professional Development Support  
2010 /2011**

Name: \_\_\_\_\_

Subjects and Levels Taught: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Special Roles/Responsibilities in the School: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Number of Years Employed in the School: \_\_\_\_\_

Course Title: \_\_\_\_\_

Title of Course Provider: \_\_\_\_\_

Brief Details of the Course: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Award, if any, available on Completion of Course: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Duration of Course: \_\_\_\_\_

Dates of the Course: \_\_\_\_\_

Details of Course Fee: \_\_\_\_\_

Benefit to (1) Staff Member (including financial gain): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) School: \_\_\_\_\_

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Other Sources of Funding Pursued e.g. Teacher Fee Refund Scheme (Circular 81/04?)

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Details, including dates, of Any Previous Financial Support Awarded to you by the Board for Professional Development: \_\_\_\_\_

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I undertake to refund the grant if I leave of my own choice within two years of receipt of funding.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Applications Forms, addressed to the Secretary, Board of Management, School Name, must arrive not later than Friday \_\_\_\_\_

