

**St. Joseph's Patrician College,
Galway.
'THE BISH'**

**Staff Professional
Development Support
Policy**

Ratified January 21st 2019



Review Date: January 2020

1. INTRODUCTION

1.1 The Board of Management of St. Joseph's Patrician College, Nuns' island, Galway is committed to encouraging and supporting members of the teaching staff (herein referred to as the staff) to engage in continued professional development (CPD) and in particular to participate in such development that will assist them in their teaching and in making broader contributions to the life of the school.

1.2 The Board wishes to encourage all members of staff to undertake CPD activities that will support their own personal and career development within the school context and which will help provide them with a continued sense of fulfilment in their careers.

1.3 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.

2 RATIONALE

2.1 This policy will act to encourage and support staff members to engage in CPD 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.

2.2 The Board's commitment to supporting staff CPD emanates from:

- **The Teaching Council:** The policy on the *Continuum of Teacher Education* and the Teaching Council Act, 2001, Section 7(2) (b) which outlines the importance of CPD and lifelong learning.
- **The Le Chéile Charter:** This encourages schools to be places of learning for students, parents, teachers and other staff members. It also

states that the school should provide systematic on-going development of staff particularly in the area of leadership.

- **Education Act, 1998, Section 9:** Requires each school “to use its available resources to ensure that the needs of personnel involved in management functions and staff development needs generally in the school are identified and provided for.”

3 OBJECTIVES OF THIS POLICY

3.1 To foster, facilitate and support the professional community of learners in St. Joseph’s College.

3.2 To create an awareness of opportunities, open to staff and to encourage initiative to address professional needs.

3.3 To encourage and support all staff to engage in professional development.

3.4 To provide a framework for the granting of funding by the Board of Management within the budgetary constraints of the relevant academic year.

4 ELIGIBILITY

4.1 The Board will agree and publish on an annual basis, as part of the budgetary process, the total fund available for staff CPD.

4.2 All staff members are eligible to apply for subject association membership fees. Such requests should be made to the Principal.

4.3 Financial assistance towards covering the fees of particular CPD courses may be made available to members of staff who have completed at least one year’s permanent employment in the school. In this instance:

- The course in question must be shown to be relevant to the applicant’s role and function in the school.
- The course must be directly related to teaching & learning, school management & leadership and/or other areas which would be of benefit to the school community and the effective running of the school.

- The course must have appropriate accreditation.
- 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 0001/18
- Applications for such funding must be made to the Board of Management on the application form in Appendix A. A closing date may be set by the Board for making applications. If this is the case, staff will be informed of this date.

4.4 If staff members are required to attend CPD courses that involve further travel than would normally be the case when they commute from home to school, they may make a submission for financial support for travel and subsistence. Applications for this must be made to the Principal prior to the course being undertaken. In cases where the distance to be travelled is too great to do on the morning of the course and where accommodation is needed, permission must be granted by the Principal prior to such accommodation being booked. Each application will be evaluated on an individual basis:

- The course in question must be shown to be directly relevant to the staff member's role within the school.
- The course in question must be relevant to the priority needs of the school as determined by the Principal.

4.5 Members of staff who receive funding from the school must be willing, if requested, to share with other members of staff what they have learned from their engagement in CPD and provide feedback to the Board of Management.

4.6 In the case where the school wishes to send members of staff on particular training but there are limited places available on the course, such places will be allocated on the basis that the people selected will be able to make use of the training for the greatest benefit of the school. The onus will be on staff members to demonstrate this in their own case and they will be required to submit in writing the case for their being allocated a place. Decisions re the allocation of such places will be made by the Principal and one member of the

Board of Management. Where it is the case that there is an equally strong case for more members than places, random selection will apply.

5 POLICY ADMINISTRATION

5.1 All applications for support must be made to the Board of Management on the attached Application Form.

5.2 The Board will agree and publish on an annual basis, as part of the budgetary process, the total fund available for staff professional development.

5.3 A decision on each application will be conveyed to all applicants within a week of the Board of Management meeting at which the matter is decided.

5.4 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 Skills Teacher Fee Refund Scheme (See Circular 0001/18).

5.5 Applicants will be forwarded 50% of the approved grant on registration and the remaining 50 % on the successful completion of the phase of the course in a given academic year. Beneficiaries who fail to successfully complete the course or phase must reimburse the school to the sum already forwarded.

5.6 . Successful applicants will receive up to a maximum of 50% of the remaining fee following application for:

- The teacher Fee Refund Scheme. (Circular 0001/2018)
- Any other method of payment for fees.

Up to a maximum of €1500, whichever is lower.

The exact amount will depend on:

- The number of applicants.
- The budget available in any given year.

Decisions as to the amount will be made by the Board of Management.

The Board will decide on this matter at two BOM meetings throughout the year., namely The September meeting and the January meeting.

Completed applications should be submitted before the third Monday of September and January.

5.7 If the budgetary limit has been reached, no further funding will be available.

6 CRITERIA FOR GRANT ALLOCATION

6.1 Where the number and amounts requested exceed the available funds, priority will be given as follows:

- Applicants who have not received funding within the previous three years.
- Applicants who intend to pursue courses that have direct relevance to subjects been taught by the applicant.
- Applicants who intend to pursue courses that have direct relevance to providing leadership within the school.
- Applicants who intend to pursue courses that have direct relevance to a pastoral, including spiritual role, which the applicant is undertaking in the school.
- Applicants who intend to pursue courses that have direct relevance to administrative and/or extra-curricular involvement of the staff member in the school.
- For courses that are more than one year in duration, separate applications will need to be made for funding for each year.

6.2 On completion of the course, applicants must serve out a minimum of three years in the school. Beneficiaries who fail to meet this requirement must reimburse the school as follows:

- Departure during/after year of receipt – 100%
- Departure after 1 year following the year of receipt - 66 $\frac{2}{3}$ %
- Departure after 2 years following the year of receipt - 33 $\frac{1}{3}$ %

7 FACILITATING INTERNAL CPD

7.1 The Board of Management also wishes to facilitate members of staff gaining additional management and leadership experience within the school. With this in mind, school management will seek to facilitate, as far as is practical, any member of staff who wishes to gain experience in this area by undertaking

specific tasks or assisting in carrying out specific tasks. Decisions on this will be made by school management and will take into account:

- The needs of the school.
- The ability to facilitate the request in light of issues around the management of the school at that particular time.
- The concerns of other members of staff currently undertaking specific tasks which may be related to the area under consideration.

7.2 Whole staff CPD will be carried out on an annual basis. Staff input into areas for further training will be sought at the end of each school year to facilitate planning for the following year.

8 ROLES AND RESPONSIBILITIES

8.1 The Board of Management will ensure that this policy and application form is made available to the staff. The Principal will inform staff at the first staff meeting of each school year of the availability of funding from the Board of Management for CPD and how staff can apply for the funding.

8.2 The Board will agree a total amount available for CPD for the following school year as part of the annual budget process.

8.3 It will be the responsibility of staff members to ensure that application forms are fully completed and submitted to the Board.

9 SUCCESS CRITERIA

9.1 The policy will be considered a success when:

- There is an awareness and interest among members of staff in undertaking professional development courses.
- The growth in the learning and development culture is recognised and encouraged within the school. Active engagement and practical use of the learning will be invited and this positive impact on the school will be documented and promoted.

10 REVIEW & EVALUATION

10.1 This policy will be reviewed on an annual basis by the Board of Management.

This policy was ratified by the Board of	Date:
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Management:	
Signed:	Signed:
Mr Myles McHugh	.Mr John Madden.
Chairperson of BOM	Secretary of BOM.
Date of next review:	Jan 2020

APPENDIX A

**St. Joseph's Patrician College,
Nuns' island
Galway.**

**APPLICATION FORM FOR PROFESSIONAL
DEVELOPMENT SUPPORT**

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 the course:

Duration of the course: _____

Dates of the course: _____

	€	Office Use Only
Course Fee		
DES Teacher Refund Scheme (Circular 01/2018)		
Any other method of fee claw back		
Net Fee being claimed for		
50% of Net Fee		
If Approved (50% on Registration)		
If Approved (50% on Completion) Evidence to be submitted on completion)		

Benefit to the staff member:

Benefit to the school:

Other sources of funding pursued e.g. Teacher Fee Refund Scheme (Circular 0008/15)

Details, including dates, of any previous financial support awarded to you by the Board for professional development:

Signed: _____ **Date:** _____

Principal's Signature: _____

**Applications Forms are to be addressed to the Secretary, Board of Management,
St. Joseph's Patrician College, Nuns' island, Galway.**