



**PODAR ORT
INTERNATIONAL SCHOOL**

Professional Development Policy

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POLICY STATEMENT

Podar ORT International School actively promotes a culture of continuous professional development programme so that educators become lifelong learners leading to their expertise being recognized, developed and shared. The professional development policy is linked to teacher evaluation so that educators are empowered to develop and thereby promote effective student learning.

AIMS AND OBJECTIVES

- To effectively implement the IBPYP, IBMYP, IBDP and Cambridge recommendations relating to Professional Development and the school's priorities.
- To provide opportunities for all staff to further their professional skills, knowledge and qualifications.
- To keep staff informed and engaged in current educational research, directions, policies and priorities.
- To improve learning outcomes for all students.
- To develop staff leadership skills.
- To address specific needs as identified by the school community.
- To provide a strong foundation in the pedagogy of particular disciplines.
- To be intellectually engaging and address the complexity of teaching.
- To provide sufficient time, support, and resources for professional development.

IMPLEMENTATION

Professional Development and in service Programme

The Head of School:

- On the advice of the Coordinators teachers identified will be registered for out of school / in school / online IB professional development workshops as per the school policy.
- Ensures all staff has adequate access to in-service opportunities and professional development programs.
- Seeks information from all staff to ascertain areas of professional interest and/or deficiency to ensure that their individual needs are being met.
- Includes new curriculum initiatives in the staff development program.
- Notifies staff of forthcoming professional development programs & opportunities through the programme coordinators and IB MYP/DP/PYP coordinators notes
- Through the HOS secretary do all the “back end’ work involved in the organization of the professional development workshops, travel and hotel bookings etc with the assistance of HR and transport and travel departments.
- Takes responsibility for the organization of the school’s staff professional development student on free days with the help of the programme coordinators.
- Coordinates the planning & implementation of the Staff Performance & Development Plan for PORTIS.
- Monitors the P.D. process and support HODs and Division Heads and Programme coordinators in their role as reviewers of individual staff progress and achievement.
- Maintains records of all Pro-D available, & staff participation in such programs with the HR department.
- Oversees the induction of Beginning Teachers and coordinate a mentoring program for teaching staff new to PORTIS.

LEADERSHIP OPPORTUNITIES

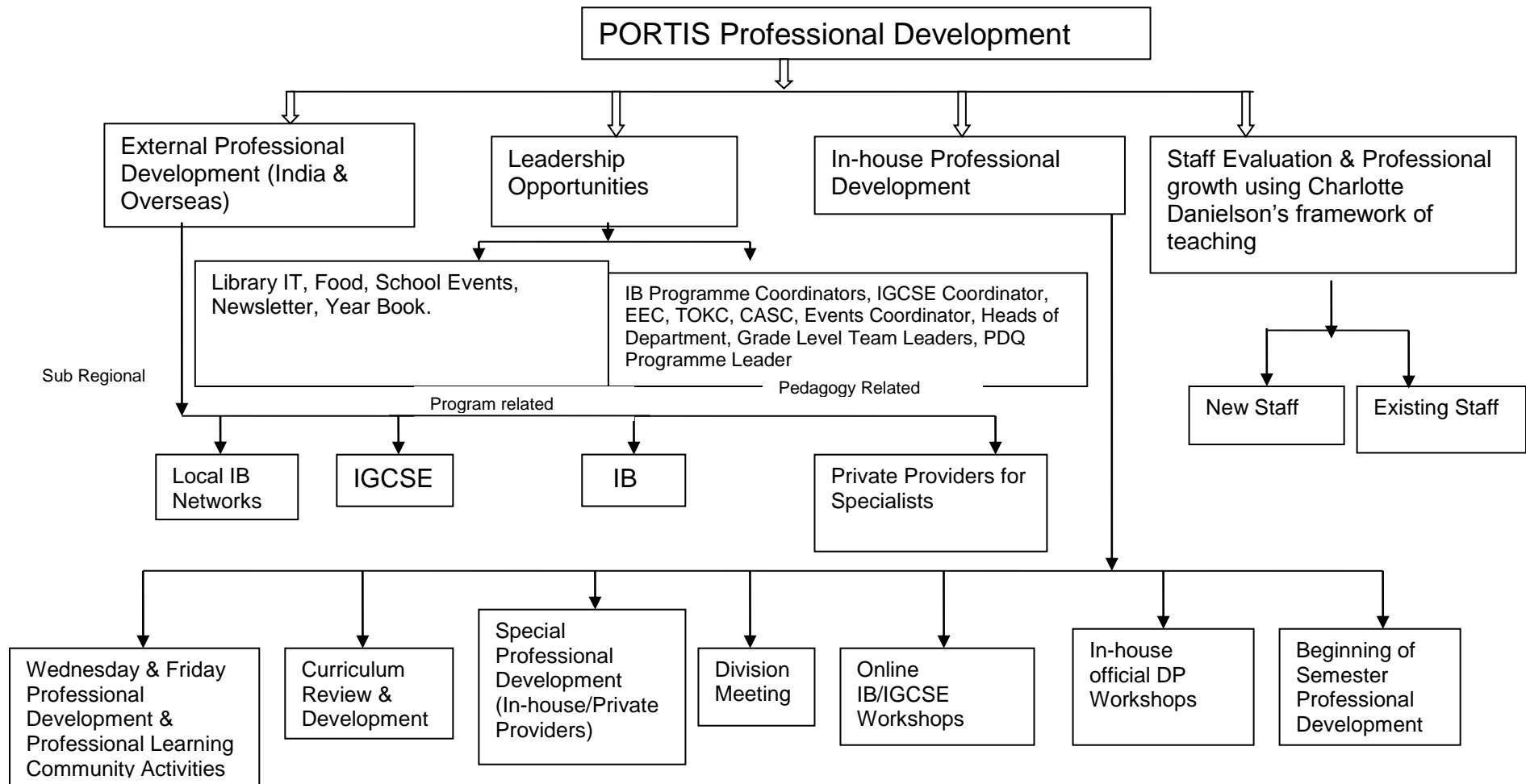
- PPC, PYPC, MYP, IGCSEC, DPC
- PYP Grade Level Team Leaders
- CIE PDQ Programme Leaders / Mentors
- CAS Coordinator, EE Coordinator and TOK Coordinator.
- Heads Of Departments.
- House masters and house mistresses.
- School committees.

STRUCTURE

1. PORTIS provides:

- i. A timetabled 1 hour structured in school professional development sessions for all staff every Wednesday and Friday
- ii. New staff induction program at the beginning of each semester.
- iii. Three day in Service program at the beginning of each semester.
- iv. Time release and registration fees for individual teachers to attend IB Workshop/ Conference/ Local Network Meetings/Associations, private providers etc during school hours. All of this is coordinated through the HOS office/HR department.
- v. Online IB/IGCSE Workshop for staff as applicable.
- vi. Paid leave to attend overseas conferences.
- vii. Every weekly timetabled section meetings called by the respective coordinators.

PORTIS PROFESSIONAL DEVELOPMENT



- a. Workshops and conferences – IGCSE, and IBDP subject specific workshops held in- house, India and Overseas as per the school policy
- b. Sub Regional Workshops /Sessions – SAIBSA IGCSE (for middle managers and administrators) and RSM Workshop in South India
- c. Private Providers – for specialist (e.g. – ESL and SEN teachers) or one identified by the teachers and approved by the school.
- d. Regular In House Professional Development Program- IT, IBPYP / IBMYP / IBDP and Pedagogy related workshops.

PROCESS:

- For new teachers, in first year, during the probation period a strong induction program provides adequate preparation in IB related areas.
- In the second year they are eligible for level 2 workshops in IGCSE and IBDP/ PYP/, while the specialist can apply to go for their respective workshops.
- However, if there is an urgent need, the school may decide to send teachers in their first year of probation.
- Teachers can avail doing CIE Teacher's Diploma as PORTIS is the CIE PDQ Centre on payment of examination fees

APPENDIX 1

APPLICATION FOR PROFESSIONAL DEVELOPMENT WORKSHOP

Staff Name: _____ **Date:** _____

Current Position: _____ **DOJ:** _____

PYP / IGCSE / MYP / DP / General: _____

Workshop / Conference Name: _____ **Date:** _____

Proposed Training Program/ Workshop/ Conference. (Attach program brochure, if possible.
Use additional paper if necessary)

Program Title: _____

Program Duration/ Dates: _____

Program fees: _____

Program organizer's details/ address: _____

Program venue/ address: _____

Program tour/ itinerary: _____

Any other information: _____

I understand that as per the "Policy on Attending training Program/ Workshop/ Conference", if my request for the above training/ workshop/ conference is approved, I will abide by the expectations set in the policy.

Estimated Cost of the Conference / Workshop:

Registration _____

Hotel & Food _____

Travel & Visa _____

Incidentals _____

Total : _____

Please answer the following by ticking the boxes that are true and giving additional information as requested.

- I have a valid passport
- I am on permanent staff and not on probation
- I will be working at PORTIS for two years following the conference / workshop
- I have had previous opportunities for professional development while at PORTIS:

Types of professional development	Date
_____	_____
_____	_____
_____	_____

Give the reasons why you feel the main topics of the conference are particularly relevant to your area of teaching or work.

Signature of Applicant _____ Signature of HOD _____

DPC / PYPC / IGCEC / MYPC _____

Head of School Comments: