

TEACHER PROFESSIONAL PRACTICE DAYS POLICY

Rationale

Each teacher is entitled to four 'Teacher Professional Practice Days' (TPP Days) per year. TPP Days are in addition to existing pupil-free days. The purpose of this policy is to determine the process and guidelines that govern the management and tracking of TPP Days.

Aims

1. In order to focus on the improved delivery of high quality teaching and learning, teachers are to take one day per term (i.e. four separate days per year), when they are released from teaching and other scheduled duties.
2. Work undertaken on TPP 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).

Implementation

1. Each year, a full-time teacher is entitled to one 'Teacher Professional Practice Days' (TPP Day) per term (a total of four).
2. TPP Days are pro-rata for part-time teachers.
3. The timing and focus of each TPP Day will be nominated by the teacher in agreement and in consultation with the assistant principal. 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 described above (in the aims).
4. Consideration will be given to teachers who wish to work in teams; to develop consistency in their practice, for planning or for group professional learning.
5. If a staff member is absent on their allocated day, they will not be allocated an alternative day. If the absent member is in a team, the team's TPP Day will still go ahead.
6. It is the responsibility of each teacher to organise and apply for their TPP Days. If they miss a day during one term, the day will be forfeited as it cannot be transferred to a following term.
7. It will be extremely difficult for whole junior or senior school groups to have a TPP Day altogether because of the demand for CRTs so the number of bookings will be limited to four teachers.
8. TPP Days will not be sanctioned during Planning Weeks due to increased requirements of CRTs needed during this time.
9. The Assistant Principal will maintain a register that indicates when TPP Days are taken and the reasons for their use. These records will be retained in case of future scrutiny by the Department of Education.

Appendices

1. Teacher Professional Practice Day Nomination Form
2. Professional Development and CRT Request Form

Evaluation

This policy will be reviewed as part of the School's three year review cycle.

TEACHER PROFESSIONAL PRACTICE DAY NOMINATION FORM

From the commencement of the 2018 school year, each teacher is entitled to four 'Teacher Professional Practice Days (TPP Days). In order to focus on the improved delivery of high quality teaching and learning, teachers are able to take one day each term (four separate days per year) when they are released from scheduled duties, including teaching. TPP Days are in addition to existing pupil-free days and are pro-rata for a teacher who is employed part-time.

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).

The timing and focus of each TPP Day will be nominated by the teacher in agreement and in consultation with the Assistant Principal. 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 described above.

Considerations:

- Consideration will be given to those who wish to work in teams.
- It will be extremely difficult for whole junior or senior school groups to have a TPP Day altogether because of the demand for CRTs.
- TPP Days will not be permitted during Planning Weeks due to the excess requirement for CRTs during this particular week.
- It is the responsibility of individual teachers to ensure that their TPP Days are arranged, booked and taken correctly.
- It should be noted that if a staff member is absent on their allocated day, then they will not be allocated an alternative day (if in a team, the team's day will still go ahead).
- If a teacher fails to take a TPP Day in one term, the day cannot be transferred to another term.

Please indicate whether you intend to work independently, pair or area/subject group on the day, by placing names in the appropriate space. For those working in a group, only one form has to be submitted.

Name of INDIVIDUAL: _____

PAIR: **Person 1** _____

Person 2 _____

GROUP: **Person 1** _____

Person 2 _____

Person 3 _____

Person 4 _____

Person 5 _____

Preferred DATE: -----

Professional Development & CRT Request Form

Name:	Class:	Date of application:	Cost:	CRT needed Yes / No
Name of Course:	Venue:	Date(s) of PD:		

Tick appropriate category box(es)

- 1 School Priority
- 2 DET Initiative
- 3 Teacher Professional Practice Day

- 4 School Admin / Management
- 5 Learning Area (subject) development (e.g. Math / English)
- 6 Learning Technologies PD
- 7 Health & Wellbeing PD (including learning about syndromes e.g. Downs, ASD, Dyslexia, gender equity and student support)
- 8 Own identified needs (e.g.: career development, class management etc.)
- 9 Other

P.D. Approved by AP

Date.....

Once a P.D. has been approved:

3 HARD COPIES REQUIRED PLEASE:

- 1. ORIGINAL IN ORDER BOOK**
Complete order and ensure authorisation by the PD co-ordinator (AP).
The office can only process when co-ordinators have signed orders.
- 2. COPY TO AP**
For Budget, Whole school and Individual PD records
- 3. COPY TO CRT CO-ORDINATOR IF CRT REQUIRED**
The CRT convener can only arrange a CRT when she has this authorisation document

**KEEP ELECTRONIC COPY FOR YOUR OWN RECORDS & FOR VIT AUDIT/EVIDENCE.
REMEMBER TO ADD THIS PD TO YOUR PD RECORD SHEET FOR VIT AUDIT/EVIDENCE.**