



## **PROFESSIONAL PRACTICE DAY POLICY**

College council will review this policy every three years or as directed by DET

**Date approved:** March 2018

**Date of next review:** 2021

### **RATIONALE**

From the commencement of the 2018 school year, each fulltime 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 student free days.

### **GUIDELINES**

1. The work undertaken on these days will be consistent with DET 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.
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.
3. These days are pro rata for a teacher employed part time.
4. Teachers will attend regular scheduled meetings after school on the Professional Practice Day.
5. The teacher will ensure that the learning program of the students is continued during the professional practice days.
6. Requests regarding timing may be given priority such as: for release by groups, aligned with AIP or during a special event/period.

### **IMPLEMENTATION**

1. When determining the professional practice day focus, teachers should take into consideration: the School Annual Implementation Plan, the school's professional development plan, Performance Development Plan (PDP), Goals for Growth (G4G) specific teaching allotments and Learning Area priorities.
2. Learning Area and other program leaders 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.
3. G4G groups will have an opportunity to request coordination of teacher release to enable their team to take a Student Focused approach with their grouping; eg: home group, SEAL, Myself, VCAL, VIT etc.
4. Teachers are expected to be on the school premises for their Professional Practice Day except by special arrangement for Professional Practice, which can only be conducted off site. The school will provide a designated space for teachers to meet and work during their professional practice days.
5. 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 during term 4 of the preceding year. The principal team in consultation will review staff nominations and manage this process to ensure effective operations of the school.

6. The teacher will use the Professional Practice Calendar to register their request  
<http://web2/Lists/PROFESSIONAL%20PRACTICE%20CALENDAR/calendar.aspx>

Please note:

- Teachers booking with a designated group will have priority
  - There will be a 5 teacher maximum per day except on special events / periods the maximum may be extended to 20 staff
  - There will be a block-out period for the first three weeks at the start of the school year excepting for special events, e.g. Sports Carnival Day
  - Booking during special events / periods such as sport carnivals, exam periods etc, will be given priority
7. Normal attendance rules and times of the day apply for all professional practice days.  
*See also Guidelines 4*
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 *Guidelines 1*.
9. The time release for the Professional Practice Days for part time teachers are determined in hours given that the standard hourly rate for a full time teacher is 7.6 hours per day.

Time fraction	Number of hours over 4 terms
0.9	27.4
0.8	24.3
0.7	21.3
0.6	18.3
0.5	15.2
0.4	12.2
0.3	9.1
0.2	6.1

10. Consideration may be given to group participation by part time teachers to be rostered off for their professional practice days in full day units as can be accommodated by their entitlement and the remainder as a fractional part of a day provided that they have some release each term.
11. Teachers will prepare suitable and sufficient work for classes left and ensure that COMPASS documentation / postings are completed.
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.