



Professional Practice Day Policy

Rationale

From the commencement of the 2018 school year each 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 pupil free days.

1.0 Guidelines

- 1.1 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.
- 1.2 The timing and focus of each day for each teacher will be nominated by the teacher and be agreed in consultation with the principal.
- 1.3 These days are pro rata for a teacher employed part time.
- 1.4 The teacher will ensure that the learning program of the students is continued during the professional practice days.

2.0 Implementation

- 2.1.1 All staff will be issued with a copy of the School Annual Implementation Plan and are asked to consider this, the school's professional development plan, their performance and development plan (PDP) and their specific teaching allotments when determining the focus for their professional practice days.
- 2.1.2 Learning area 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.
- 2.1.3 Teacher triads will have an opportunity to request coordination of teacher release to enable their triad to use professional practice days for team planning, moderation, assessment, observations or joint professional learning.
- 2.1.4 If requested the school will provide a designated space for teachers to meet and work during their professional practice days.

- 2.2.1 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 on the first day of the year. The principal in consultation with the PCC and Daily Organiser will review staff nominations and manage this process to ensure effective operations of the school.
- 2.2.2 The teacher will complete a professional practice form, which will indicate the date, location, nominated focus for their work and other staff involved.
- 2.2.3 Normal attendance rules and times of the day apply for all professional practice days.
- 2.2.4 In scheduling professional practice days, preference will be given to teachers such that:
- In Term 2 – teachers of Years 7 and 9 during NAPLAN and teachers of Year 11 during Year 11 examinations.
- In Term 4 - teachers of Year 12 in the week of Year 12 Practice exams and in the VCAA examination period.
Teachers of Year 11 during the Year 11 examination period.
- 2.2.5 Every attempt will be made to coordinate the scheduling of professional practice days with the demonstration lessons of the learning specialists. Teachers will be encouraged to use up to one session to observe the learning specialist.
- 2.2.6 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 guideline 1.1.
- 2.2.7 The school will work towards the maximum number of teachers released during a day of three. There may be some exemptions from this as determined by the principal for example learning area teams of up to five, or Year 11 or 12 teachers during examination periods as set out in 2.2.4.
- 2.3.1 The time release for Professional Practice Days for part time teachers are determined in hours given that the standard hourly rate for a full time teacher is 38 hours per week.

Time fraction	Number of hours
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

- 2.3.2 Part time teachers may 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 parts of a day provided that they have some release each term.
- 2.4.1 Teachers will prepare suitable and sufficient work for classes left and ensure that Compass documentation/postings are completed.
- 2.4.2 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.

Basis of Discretion

The Principal can, due to extenuating circumstances, make other arrangements with the teacher.