



# STAFF INDUCTION, MANAGEMENT AND PROFESSIONAL LEARNING POLICY

## Policy

The Beehive Montessori School is committed to maintaining quality schooling and to promote a positive organisational culture where professional learning is encouraged, valued and offered and to maintain the links between performance management, professional learning and student learning.

Beehive is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students. The Beehive Montessori School has adopted the Royal Commission's Child Safe Standards as its Child Safe Organisation Framework to underpin all Beehive's policies, procedures, practices and strategies to ensure the provision of an environment where children feel respected, valued, supported and safe from harm.



## Background

Continuous professional learning is integral to professional growth and improved student outcomes.

Professional learning is an ongoing process which refers to all training and development opportunities, both formal and informal.



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Professional learning may be individual, small team or whole school focussed and is offered in a variety of modes including face to face presentations and online.

### Implementation

1. The School shall:
  - 1.1. Recruit, induct and manage high quality staff with particular emphasis on the Child Safe Standards and procedures outlined in the Beehive Montessori School Child Safe Organisation document.
  - 1.2. Promote, planning, implementing and evaluating professional learning.
  - 1.3. Ensure professional learning meets the needs of staff and the School community.
  - 1.4. Ensure the School's teachers complete sufficient professional learning to maintain their teacher registration with the Teacher Registration Board of WA.
  - 1.5. Ensure regular training and or refreshers in required topics such as Child Protection, Mandatory Reporting, first aid, Keeping Safe Protective Behaviours Curriculum, and the Staff Code of Conduct is offered at the school on a regular basis.
  - 1.6. Ensure performance management procedures are undertaken for all staff which may identify professional learning needs.
  - 1.7. Allocate sufficient time in the School calendar for team or whole School professional learning.
  
2. Staff shall:
  - 2.1. Reflect on their practice, achievements and needs.
  - 2.2. Engage in School based professional learning to improve professional practice.
  - 2.3. Engage in external professional learning to continually improve teaching practices and student learning.
  - 2.4. Ensure a range of formal and informal professional learning is undertaken.
  - 2.5. Ensure professional development covers all three domains of the Professional Standards for Teachers in Western Australia-professional knowledge; professional practice; and professional engagement.
  - 2.6. Maintain up to date professional learning in anaphylaxis training, asthma management, and mandatory reporting.
  - 2.7. Maintain a professional learning log (in the case of teachers) to meet the requirements of teacher registration renewal.
  - 2.8. Regularly review, and self-reflect upon, the Professional Standards for Teachers in Western Australia.
  - 2.9. Participate in the staff appraisal process.
  - 2.10. Contribute to the professional learning experiences of other staff.
  - 2.11. Comply with the Staff Code of Conduct.
  - 2.12. Comply with the requirements of the Working with Children Check and Teacher Registration Board of WA.



## STAFF INDUCTION, MANAGEMENT AND PROFESSIONAL LEARNING POLICY

### Related Documents and Resources

Appraisal formats

Goal setting

Professional Learning Log

Professional Standards for Teachers WA

Whole School Professional Development register

Staff Handbook

Code of Conduct

Staff Code of Conduct

Workplace Safety and Health Policy

Review of Student Learning Policy

Curriculum Evaluation Policy

Keeping Safe Protective Behaviours Curriculum

Induction File

Staff Information File

[Royal Commission's Creating Child Safe Institutions](#)

[Beehive Montessori School Child Safe Organisation](#)

[AISWA Professional Learning and Event Calendar](#)