Professional Development Policy

Introduction

A professional development plan documents the goals, required skill and competency development, and objectives a staff member will need to accomplish in order to support continuous improvement and career development.

Based on Al Rushed American Private School's vision which is "To enhance a generation of learners who are capable of facing all challenges", we aim to have a "living" professional development plan in place for all staff members.

In addition to this, the professional development plan is reviewed on an on-going basis throughout the year, with at least one interim review discussion between the staff member and supervisor prior to the end of the yearly performance review period.

2. Principles and Values

ARAS is committed to providing CPD to its entire staff at school, team and individual level at all stages of their career. The objective of CPD is to improve the standards and quality of teaching, learning, and leadership at all levels. At ARAS, it is expected that all members of the learning community take an active role in their own professional development.

3. Identification of Priorities

The school's CPD priorities will be done through:

Recognizing the school's needs through the School Action Plan

Identifying wider staff development needs through Departmental Action Plans, written by Heads of Faculty and agreed with the teachers

Identifying staff's individual needs through the Appraisal Process conducted through online surveys

Planning an overview of the staff's developmental needs that link to school improvement

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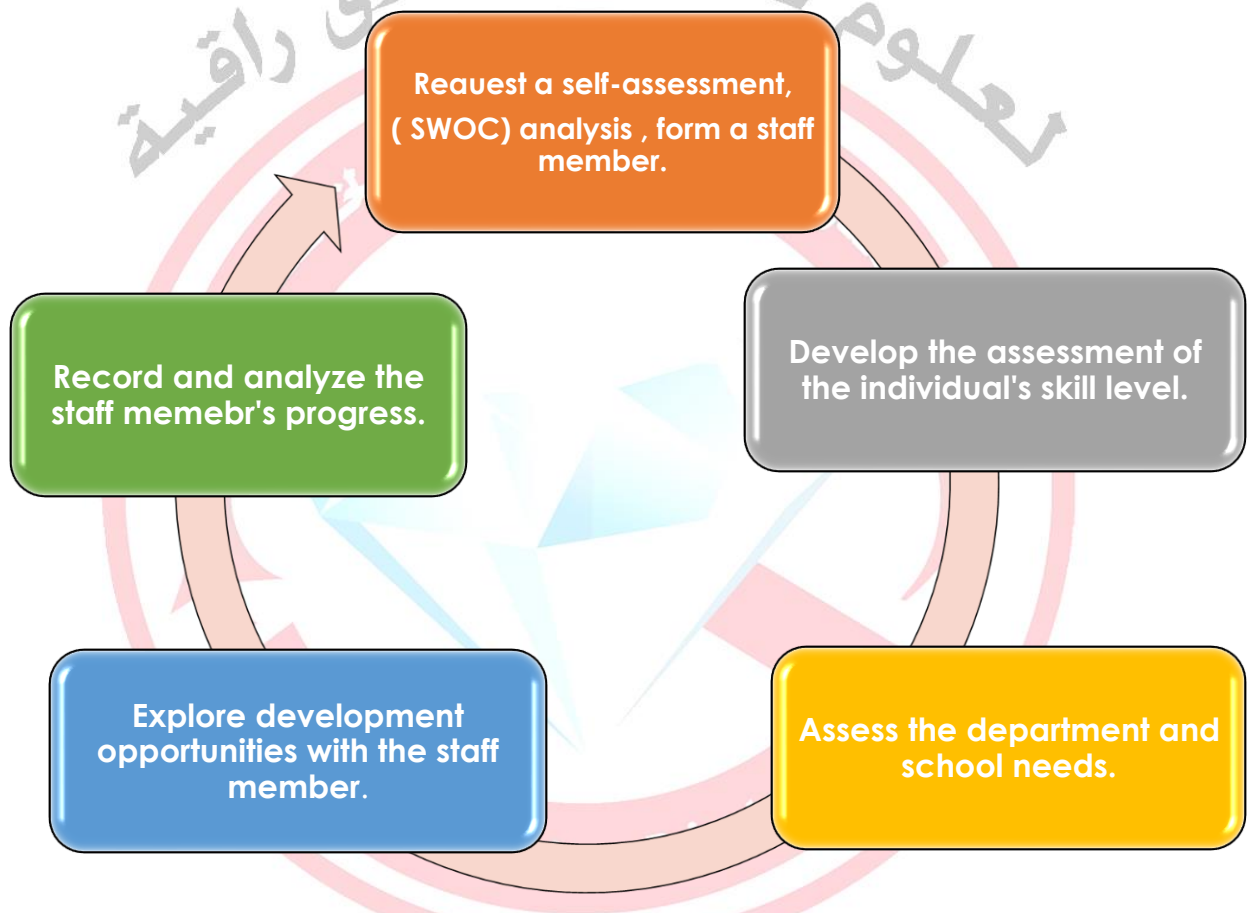Email:info@alrushedsch.ae , Website : www.alrushedsch.ae

Allocating of resources, (Staff Development)

Monitoring progress, (Staff Development)

Assessing impact and evaluation

Professional Development Planning Steps:

Step One: Request a self-assessment from the staff member

Have the staff member complete a self-assessment of their interests, skills, values, and personality. We keep in mind the following points:

- What skills, career opportunities, and technologies interest the individual?
- Do those skills/interests/goals support the school's needs and goals?
- What are the short- and long-term steps to get there?

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Step Two: Develop the assessment of the individual's skill level

Based on the staff member's self-assessment, their work record, and our own observations, we determine the staff member's skill level in the following categories:

- Technical skills: skills needed to get the job done.

- Social skills: how do they work with others?

- Aptitudes: natural talents; special abilities for doing, or learning to do, certain kinds of things.

 Attitude: outlook, feelings, mindsetway of thinking, and point of view

Step Three: Assess the department and school needs

In order for professional development to be successful, the staff member's needs and interests must be applied to address organizational objectives. The staff member's career path must align with the organization's workforce needs. In creating a professional development plan, consider the following goals:

- Big goals
- Departmental goals
- Team goals
- Individual goals

Step Four: Explore development opportunities with the staff member

Al Rushed American Private School offers long-term training programs designed to develop skills and capabilities needed to fill identified job opportunities in the school. The school offers a variety of workshops and seminars that help a staff member develop their work and computer technology skills.

Step Five: Record and analyze the staff member's progress

Collect feedback from the staff member about their development progress to assist in identifying what the staff member is doing well, build on their skills, correct any problems that may arise, and help them develop new abilities that will improve personal performance as well as organizational outcomes.

In Al Rushed American Private School, we make sure to record the following:

- Observations of enhanced skills or knowledge and how they were applied.
- Progress towards goals and objectives.

Policy Review

- This policy is to be reviewed annually.
- Created: Nov. 2019
- Reviewed: Dec. 2022
- Reviewed: Sep. 2024