



montessori school

## Staff Training Policy

### 1.1 Introduction

Banksia is committed to ensuring all staff have access to development opportunities and encourages staff to enhance their skills to not only meet the current needs of their employment at Banksia but also to develop their talents so as to be able to meet the future needs of their employment and the school's strategic objectives.

On this basis, Banksia has established a Training and Professional Development Policy that ensures staff have the training required for their roles and access to career development opportunities as part of their employment with the school.

### 1.2 Responsibilities

#### 1.2.1 Staff

Banksia believes that Staff development is most effective when the individual staff member takes responsibility for identifying any opportunities for self-development that will enhance their work performance at and for Banksia through increased skills and knowledge.

Learning needs and opportunities will also be identified through the supervision and appraisal process, and through internal assessments to meet the school's needs.

#### 1.2.2 Principal

The Principal will review development needs with staff during performance reviews and appraisal sessions.

#### 1.2.3 School Council

The School Council is responsible for setting the development budget on an annual basis. The development budget is controlled by the Treasurer.

Council Members also have a responsibility to attend appropriate training.

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## 1.3 Training and Development

### 1.3.1 Staff Training Allowance

Every staff member will be allocated a yearly training allowance. The staff's training allowance may change from year to year depending on the school's finances.

The cost of training for each staff member will be paid by the school.

### 1.3.2 Staff Training Eligibility

If a staff member does not attend training in one year, then the budget allocation does not roll over to the next.

Any conferences or special one-off training will be considered separately by the Principal.

## 1.4 Training Approval Process

All staff training must go through the following training approval process:

- 1 Before approving any training, the Principal will confirm that there is sufficient budget and the training is of benefit to the staff member in relation to their work at Banksia.
- 2 Training and development will be booked by the staff member.
- 3 A register will be kept by the School Administrators of all training and personal development. It is the responsibility of each staff member to inform Administration of external training and professional development. Teachers are obliged to complete a defined number of hours for their Teachers Registration Board of Western Australia registration.

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Signed by Chairperson:	Council Approval Date: May 2021
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