

Professional Development Policy

Purpose

Early Years @ Phoenix Park is committed to the ongoing professional development for staff.

Procedure

A professional development day is scheduled each year when the centre is closed for the day and all staff are required to attend.

The Managers and the Educational leader meet to organise topics based on observations of staff's practises, discussion with staff, areas within the National Quality and QIP.

Staff meeting, are used as a source of professional development. These are scheduled once a month of a Tuesday evening after hours.

Other training is organised for each staff member as needs and interests arise to enhance the development of their skills and assist the service to reach its objectives.

All staff shall have the opportunity to develop their skills and knowledge through the provision of training opportunities, whether this is in the form of external training courses, internal in-service sessions or visits to other centres.

The Committee of Management via the Service Managers is responsible for ensuring the development of staff members

The Service Managers shall make available information about relevant training sessions. Some staff have minimum professional development requirements per year, as outlined in their employment award / agreement.

The Committee of Management will ensure the allocation of an amount of money at the beginning of each financial year for the provision of Relief Staff, so as to free staff for training during the year.

Relief Staff will be made available for staff to attend training sessions where training is not available outside of contact hours.

The Service Managers and staff will plan and maintain staff development programs to reflect the needs and interests of the centre and staff.

Staff are encouraged to identify their own needs and pursue areas that will further their personal and professional development. They are also encouraged to attend appropriate in-service programs and share information gained at these with other staff members.

Staff Performance Appraisals

Each year, each staff member will undergo a performance appraisal. These appraisals cover a variety of areas such as appearance, attitude, job performance, communication skills, ability, strengths and weaknesses, improvement areas etc.

The purpose of a performance appraisal is to review goals and objectives set for the staff member at the previous year's appraisal.

New goals and objectives will be set for the next twelve months, by mutual agreement between the staff member and the Service Manager.

All staff are reviewed at 12 monthly intervals, however regular meetings and discussions between the Service Manager and staff take place throughout the year.

The Service Managers staff appraisals will be conducted by a representative of the Committee of Management on an annual basis.

Related policies

- ❖ Staff Leave

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