

## HOKOWHITU SCHOOL TEACHING STAFF PROFESSIONAL GROWTH CYCLE POLICY (2023)

### PURPOSE

The HokowhITU School Board will ensure that there is a common understanding of the Standards for the Teaching Profession at HokowhITU School that provides the basis for all teaching staff to participate in an annual cycle of professional growth, in order to enhance the development of staff and contribute to ongoing school improvement and learner outcomes.

### GUIDELINES

1. The Principal will facilitate a common understanding of the Standards for the Teaching Profession in the context of HokowhITU School and what meeting and using them in their practice looks like.
  - a. This understanding will be articulated in line with the quality practice statements, either with the Quality Practice Template or the creation of a similar document.
  - b. This understanding will be shared with new teachers and can be used as a reference point for collegial conversation about teaching and learning, but teachers are not required to use this as a record of their teaching.
  - c. This understanding will be reviewed at any point that the Principal deems will be valuable for the school's culture of teaching.
2. The Principal will design, with the school's teachers, an annual cycle of professional growth, using the Standards for the Teaching Profession, and support teachers to engage in it.
  - a. The aim of the annual cycle is to foster an environment of inclusive, collaborative teacher learning.
  - b. The annual cycle will allow each teacher to engage in professional learning, which will be supported financially by the School Board, and to discuss and receive feedback on their practice including observation.
3. The Principal will confirm annually that each teacher has participated in the annual cycle and provide statements to those that meet (Full Practicing Certificate) or are likely to meet (Subject to Confirmation) the Standards for the Teaching Profession.
4. If the Principal judges that a teacher does not meet the Standards for the Teaching Profession, they will discuss that with the teacher and provide support to enable improvement.
  - a. The concern will be expressed with reference to the clear expectations of the Standards for the Teaching Profession in the context of HokowhITU School, and what meeting and using them in their practice looks like.
  - b. Support for improvement will be provided for the teacher, along with improvement expectations concerning performance and time period.
  - c. If sufficient progress is not made within the stipulated time period, the Principal will commence formal performance management processes as outlined in the Primary Teachers' Collective Agreement.
  - d. If employment is terminated or the teacher resigns, the Principal will complete a mandatory report to the Teaching Council of Aotearoa New Zealand.
5. The Principal will report to the Board on the completion of each annual cycle of professional growth in Part One of the meeting.
  - a. The Principal will report to the Board on any performance management processes, as appropriate, in Part Two of the meeting for reasons of privacy.

## **ASSOCIATED POLICIES/PROCEDURES/HANDBOOKS**

### Employment Agreements

- Primary Teachers' Collective Agreement

### Guidelines

- Standards for the Teaching Profession
- Code of Professional Responsibility
- <https://teachingcouncil.nz/professional-practice/professional-growth-cycle/>

### School Policies, Procedures, and Other Documents

- Charter and Annual Plan
- Delegations Policy
- Teaching and Learning Handbook
- Performance Management Procedures

**Ratification date:** 1 August 2023

**Review date:** Term 2 (May/June) 2026

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**Presiding Member**

**Principal**