



## Professional Development of Staff

Staff members are encouraged to participate in continuing education and training courses, approved by the Principals/ Head of School, which will enhance their effectiveness as RFS employees.

### **RFS TRAINING POLICY – SCHOOL FUNDED**

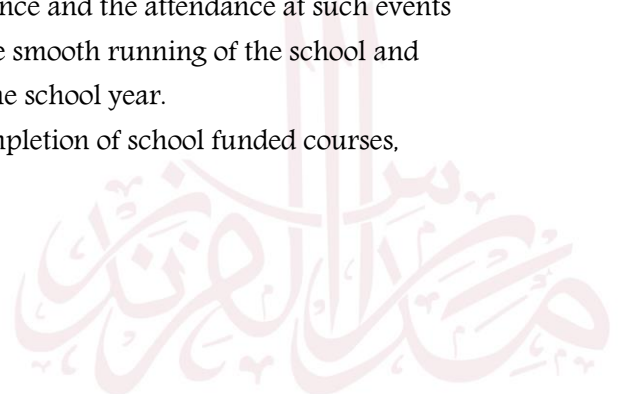
SCHOOL FUNDED COURSES, WORKSHOPS AND OTHER TRAINING OPPORTUNITIES FOR RAMALLAH FRIENDS SCHOOL EMPLOYEES.

(ADMINISTRATORS/TEACHERS/MAINTENANCE WORKERS).

1. Ramallah Friends School (RFS) places a high value on all quality training for all of its staff whether as teachers or in the administration or in maintenance as a contribution to a professional development policy. Responsibility for professional development of individual members of staff lies with that member of staff and with the administration of the school. It is a responsibility equally shared.

### **The role of the Ramallah Friends School (RFS) in Professional Development**

2. Professional Development of RFS employees is seen as an essential part of good management both in the quality of education in our school and in the efficiency of its administration. In a rapidly changing environment, it is necessary to review the skills and knowledge of each employee and to offer training/further education to ensure that employees have the competence necessary to work efficiently and creatively in order to be at the forefront of their field.
3. Training is also recognized as an investment in the quality of educational provision at our school. Training also contributes to the motivation of our staff team. Training and further study may lead to a change of post within the school or may lead to additional responsibility being given.
4. The Principal/Head of School ensures that the professional development needs of each member of staff and each employee are considered and acted upon as a part of an annual review or appraisal.
5. Each year's budget will include provision for the cost of short term courses, workshops and other training opportunities which demonstrate benefit to both the professional development of individuals and the quality of education at RFS.
6. The needs of the school are in all cases of first importance and the attendance at such events has to be planned so as not to disrupt detrimentally the smooth running of the school and has to be affordable within the budget allocation for the school year.
7. The RFS awards no increments for attendance and completion of school funded courses, workshops or other training opportunities.



### **The role of the employee in their own professional development**

8. Every RFS employee is expected to maintain and continually improve upon their level of professionalism in doing their work by taking advantage of such courses and training provided and funded by RFS. This enables them to perform their present work more efficiently and effectively and to be at the forefront of their field.
9. On accepting to attend such courses or training, the employee will sign an agreement expressing a commitment to work at the school for a period of time. For example, IB training courses would normally require a two year commitment to teaching in the school. If such a commitment is broken, then a full reimbursement of the cost of such training would normally be expected. In all cases, the terms of such an agreement are determined, in the first instance, by the Executive of RFS and thereafter by precedent.

### **Administration of all planned training**

10. Courses and training opportunities will be considered by the Principal/Head of School in the context of the most recent appraisal interview.
11. Approval for attendance at any individual training event/educational course will be given in writing by the Principal/Head of School and a copy added to the staff members/employee's file.
12. On completion of the course or training a note will be added to the file acknowledging attendance and completion of the course or training and indicating the nature of it.

### **Principals/Head of School and Deputy Principals**

13. The Principals, Head of School and the Deputy Principals have responsibility to plan attendance at such training events or courses as are appropriate to their own professional development. Such planning should take place in consultation with the Head of School and, in the case of the Deputy Principals, with their Principal. Attendance requires the agreement of the Head of School and approval in advance and, in the case of the Deputy Principals, also of the Head of School or Principal.
14. Reports for all such courses and training events are presented to the Executive in writing and also to relevant staff committees.

### **FRIENDS TRAINING POLICY – SELF FUNDED**

#### **PARTIALLY OR FULLY SELF FUNDED COURSES AND TRAINING OPPORTUNITIES FOR Ramallah FRIENDS SCHOOL EMPLOYEES**

#### **(ADMINISTRATORS/TEACHERS/MAINTENANCE WORKERS).**

1. RFS places a high value on all quality training for all staff whether as teachers or in the administration or in maintenance. Employees may decide that they wish to attend training courses or commit themselves to further study as a consequence of independent planning of their own professional development that they intend to self-fund.

### **Process for recognition of self-funded training or academic study**

2. If incremental recognition of such training or such courses is sought by the employee, applications have to be made in writing on the approved forms and submitted to the Principal/Head of School. The Principal/Head of School in the case of the senior administrative team, will write a letter to the applicant if approval is given. The letter will state the incremental recognition that will be awarded on successful completion of the course or training. The award will be equal to a stated number of Training Increments based on the number of Training/Meeting Hours acknowledged by the Principal/Head of School. A copy of this letter will be placed on file.
3. Care must be taken to ensure that written approval by RFS has been given for any course or training opportunity before any commitment is made to undertake such a course or training if an employee wishes to have Training Increment awarded on completion.
4. Training Increments will be provided only if the employee has paid for the full cost of all completed courses or training which has been approved. In a situation where the employee has independently sought and found funding from other sources than RFS, the training or courses will still be eligible for increment award.
5. Courses and workshops provided by the Ministry of Education specifically for school are not eligible for incremental awards. These are provided by RFS in co-operation with the Ministry of Education for the benefit of the school as a whole and attendance, if required by the School, is seen as part of the employment contract. In such circumstances, however, out of pocket expenses such as travel expenses would be reimbursed.
6. If a course at any level is not fully completed then no incremental credit will be awarded for the Training/Meeting Hours attended.

### **The nature of the award**

7. Providing a course is fully completed, each 75 Training/Meeting Hours is awarded one Training Increment. There is no limit to the number of Training Increments earned in this way, providing courses have been first approved.
8. The number of Training/Meeting Hours assigned to a completed course will be agreed by or determined by the Principal/Head of School once provided with documentary evidence. If necessary, any such an agreement or determination will be made in consultation with the training or course provider. Normally only hours of 'supervised training or tuition' will be considered as Training/Meeting Hours.
9. All university degrees awarded during the tenure of a teacher at RFS may be eligible for incremental awards at RFS providing that
  1. The courses attended have been approved by the Principal/Head of School before the outset of further study and,
  2. The institution attended during the course is approved by the Principal/Head of School.
  3. The component courses leading to the award of the degree have not already been awarded increments. In such circumstances the number of credits or

Training/Meeting Hours awarded on successful completion of the university degree will be adjusted accordingly.