



## Professional Growth Cycle

Enquiries to:	Centre Manager, Chairperson
Date Developed:	May 2021
Review Date:	October 2021
Date Approved:	May 2021
Next Review date:	June 2024
Applies to:	Kaiako/Teachers, Head Teacher and Centre Manger

*References; EEO and Equity Policies, Licensing Criteria for ECE Centres, 2008, 9, (professional practices), GMA7, MOE Regulations 2008, Professional Standards, NZ Teaching Council, Job Description, Strategic Plan, Vulnerable Children's Act 2014. NELP priority 3, 4,7*

### **Rationale:**

At Lower Hutt City Childcare Centre we aim to demonstrate quality teaching and learning practices. We will provide professional learning and development opportunities that will enable teachers to achieve their professional goals through appropriate consultation.

### **Operational Procedure:**

Teachers/Kaiako are annually appraised, both formally and informally to ensure a high quality of teaching and learning is provided as well as supporting professional and self-growth.

Performance Appraisals for teachers/kaiako are held at LHCCC in conjunction with the centre manager, Head Teacher and where appropriate the centre Chairperson.

The Professional Growth Cycle is;

- a positive process to improve the quality of teaching and learning
- an open, clear, collaborative and transparent process
- to celebrate achievements, and identify next steps in maintaining quality practices
- to remain confidential
- linked to the Professional Standards, Our Code Our Standards, as well as aspects of Kahikitia and Tataiako and Tapasa
- linked to the Strategic Plan
- linked to the centre Philosophy
- linked to the job description
- is conducted in a timely manner
- includes on observation of practice
- an opportunity to reflect on current professional practice
- collegial, collaborative, positive, professional, and supportive
- use to measure goals/inquiry and identify further goals and professional learning and development that is supportive to enhance ongoing professional practice
- Allow for Professional Development to take place with Funding and time off to complete PLD.

A formal review will be held annually, where new goals/teacher inquiry are set, and achievements are discussed. Professional learning and development needs will be discussed at this time so planning and budgeting can be allowed for. Notes of the Professional Growth Cycle are kept in the confidential folders in the office. Establish roles and expectations of adult behaviour with children.

Informal reviews will be at least 6 monthly to support Kaiako with teacher inquiry. The appraisee and appraiser will collect data relating to teacher inquiry. Teacher inquiry and an evaluation of feedback received will be documented to track progress. Observations of practice will be carried out to gain insights of professional practice and to support

Kaiako with ongoing practice.

Identification of professional learning and development needs will be reported to the Board of Trustees if requested for action. Subsequent appraisals will evaluate the changes to performance in relation to the identified learning need.

Appraisal of the Manager will be held with a professional leader the chairperson of the Centre.

Have a sound knowledge of the policies and procedures that guide the centre's operation. information available in the office.

*Job descriptions will be reviewed on an annual basis to stay in alignment with the current Professional Growth Cycle process, professional standards and job specifications.*

Board of Trustees consulted

Yes/No

Kaiako consulted

Yes/No

Parents consulted

Yes/No

Approved by: \_\_\_\_\_

Designation:\_\_\_\_\_

Date:\_\_\_\_\_