



## 4.5 Professional Development & Training Policy

### INTRODUCTION:

Little Haven Nursery acknowledges that professional development is integral to personal job satisfaction, workplace productivity, reward, and recognition, and is critical to the achievement of the LHN mission and continuous improvement in the quality of its programs and services to early childhood learners.

Little Haven Nursery is committed to providing a supportive and rewarding environment for nursery staff and recognises that the quality, responsiveness, and professionalism of its nursery teacher are linked to the further development of their skills and competencies.

Little Haven Nursery provided Nursery Staff with:

- The opportunity to plan and develop their skills, knowledge and attributes to nursery success.
- The opportunity to participate in early childhood career development activities that extend and enhance their capabilities and capacity for advancement within LHN such as CACHE.
- Equity of access to professional development opportunities for all staff.

### PURPOSE(S):

This policy seeks to balance the needs for staff for professional development and the needs of LHN for properly qualified staff.

The purpose of this policy is :

- to encourage and support LHN employees in their Early Childhood professional and career development as part of their employment with Little Haven Nursery.
- to provide administrative guidelines to facilitate fairness and equity in the application of these general principles to all staff.

### POLICY(S):

#### 1. Position-specific professional development

Where the Nursery Director/Principal decides that it is necessary for a staff member to acquire a particular skill, to learn specific material, or to acquire specific qualifications in order for the Nursery Staff to carry out the duties attached to their position, in the Nursery the LHN organisation shall be pay registration and partial cost incurred in acquiring that skill, that learning, or that qualification, and the staff member shall, where necessary, be given permission to attend any such course within working hours.



It would normally be expected that any such requirements would have been taken into account in the drawing up of a position description and set out in the criteria for selection; it would thus seldom be the case that continuing employees would be required to acquire new qualifications to work in Nursery. However, on the event of changes in UAE Nursery requirements additional professional certifications may be required.

## 2. Non-position-specific professional development

In its performance review procedures LHN shall in every case encourage the Nursery Staff concern to explore their available professional development options.

Where Nursery Staff wishes to pursue further education or training but the Nursery Principal has not required that person to acquire a particular skill, to learn specific material, or to acquire specific qualifications to carry out the duties attached to their existing position, the nursery shall endeavour to facilitate such education or training through

- permitting (at the discretion of the Nursery Principal, and taking into account the efficiency of the nursery) any rearrangement of working hours that would assist in their professional development.
- permitting (at the discretion of the Nursery Principal, and taking into account the efficiency of the nursery) any use by the person of LHN equipment or services that would assist in their professional development.
- permitting (at the discretion of the Nursery Principal, and taking into account the efficiency of the nursery) any annual leave or unpaid leave arrangements that would assist in their professional development.
- granting up to two days study leave as necessary to attend examinations for certificate being PD courses that target Early Childhood Learning Structure.

### PROCEDURE & RESPONSIBILITIES(S):

It shall be the responsibility of the Little Haven Nursery Principal to authorise an appropriate expenditure budget to facilitate appropriate professional development opportunities for LHN staff.

It shall be the responsibility of the Little Haven Nursery Principal to ensure that nursery staff are offered and permitted appropriate professional development opportunities, taking into account the needs and of the individual as well as the Nursery.

### PROFESSIONAL DEVELOPMENT

Professional development programs shall be taken to include orientation, induction and on-the-job training, career development and transition programs, internal or external courses, support for undertaking research or project work, support for participation in internal or external governance processes, attendance at conferences or seminars, and networking, coaching and mentoring programs that target Early Childhood Teaching and Learning Environment.





#### PROPOSALS FOR PROFESSIONAL DEVELOPMENT

LHN Employees shall be encouraged as part of the performance review process to take an active role in their own ongoing professional and career development and to apply their learning to its most effective use in the Nursery Learning Environments.

Proposals by LHN employee for changes in their employment (hours of work, taking of leave, use of equipment, etc.) to facilitate their professional development shall be considered by the Nursery Principal subject to:

- the policy of LHN to encourage such development where possible;
- the overall training needs and priorities of the Nursery;
- satisfactory assurances from that the care and safety of children at Nursery can be carried on satisfactorily in those circumstances; and
- equity in the provision of such facilitation between Nursery workers.

Any such agreement shall be fully documented in that person's LHN personnel file.

