



Taking the Reins

Saturday 14 March, 2015

The Importance of Professional Development for your Boarding Staff

Presented by

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St Catherine's School, Melbourne, Victoria

Outline of session

- What is Professional Development? What does it mean to you?
- Why is it important for you attend and provide PD?
- The value of establishing expectations with your boarding staff.
- Dealing with staff who do not value PD and how to get them onside
- The importance of performance review as part of your staff's PD. Feedback both positive and constructive is vital.
- Giving staff the confidence to use the skills they have learned
- Dealing with staff who do not value PD and how to get them onside
- Valuable PD I have undertaken and provided to staff. What PD I attend?



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➤ What is Professional Development ?

- process of improving and increasing capabilities of staff through access to education and training opportunities in the workplace, through outside organisations, or through watching others perform the job. Professional development helps build and maintain morale of staff members. [Source: businessdictionary.com]

➤ Why it is important for you to attend and provide Professional Development?


- The important PD you need to undertake with your staff when you take on this role?
 - Sharing the School's Values and Vision
 - Empathy, Perseverance, Integrity and Curiosity (St Catherine's School, Melbourne)
 - Developing your own values
 - weShare (philosophy of the Boarding House)
 - RESPECT overrides everything we do
 - Making the boarding staff feel like valued employees of the School
 - Including them in meetings with students and parents to observe and learn



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- ▶ Establishing your expectations about your staff.
 - ▶ Dealing with staff who do not value PD and how to get them onside
 - ▶ The importance of performance review as part of your staff's PD. Feedback both positive and constructive is vital.
 - ▶ Giving staff the confidence to use the skills they have learned
 - ▶ Dealing with staff who do not value PD and how to get them onside
 - ▶ The importance of performance review as part of your staff's PD. Feedback both positive and constructive is vital.



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Valuable PD for all Boarding Staff

- Completion of the ABSA Duty of Care Course – Books 1 and 2
- Completion of Level 2 First Aid Courses with yearly updates on anaphylaxis, asthma and CPR (as required)
- Access to the Youth Mental Health First Aid Course (14 hours)
- Ongoing Peer Mentoring
- Performance Review
- Sessions on dealing with International Students and Indigenous Students
- Water safety skills and life saving qualification (if applicable). Training in evacuation and containment procedure
- Any safety requirements applicable to your boarding environment.



First day of school for our Year 12 Boarders 2015