



**Kingdom of Cambodia  
Nation Religion King**

**Singapore Amicus International School**  
Quality, Discipline and Dignity  
“The Future of Education”

**School Staff Professional Development Policy and Plan**

**Policy Statement**

The school is committed to fostering a culture of continuous professional growth to ensure staff are equipped with the knowledge, skills, and resources necessary to deliver high-quality education and services. The policy aims to align staff development with the school’s mission, educational goals, and individual career aspirations.

**Objectives**

1. To provide opportunities for staff to enhance their teaching practices and professional skills.
2. To promote innovation, collaboration, and reflective practices among staff.
3. To align staff development with curriculum goals, emerging educational trends, and school improvement initiatives.
4. To encourage career progression and job satisfaction among staff.
5. To address the individual learning needs of staff through personalized development plans.

**Scope**

This policy applies to all teaching and non-teaching staff employed by the school.

**Professional Development Plan**

**1. Needs Assessment**

- **Annual Review:** Conduct annual surveys and performance reviews to identify individual and team training needs.
- **Feedback:** Gather input from staff, students, and parents to identify gaps and areas for improvement.
- **Strategic Alignment:** Ensure identified needs align with the school’s goals and strategic priorities.

**2. Professional Development Opportunities**

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- **Workshops and Seminars:**
  - Topics: Classroom management, curriculum design, technology integration, inclusive education, and subject-specific advancements.
  - Frequency: Monthly or quarterly.
  - Delivery: In-house or by external experts.
- **Training Programs:**
  - Certification courses in pedagogy, leadership, or emerging educational technologies.
  - Partnerships with local or international education organizations.
- **Mentorship and Coaching:**
  - Pairing less experienced staff with mentors for guidance and support.
  - Regular coaching sessions for targeted skill development.
- **Collaborative Learning:**
  - Peer observations, feedback, and teaching demonstrations.
  - Professional Learning Communities (PLCs) to share best practices.
- **Conferences and External Engagements:**
  - Attendance at national or international conferences to stay updated on global trends.
- **Personalized Learning Plans:**
  - Development of Individual Development Plans (IDPs) for each staff member.

### 3. Implementation Strategy

- **Leadership Role:**
  - The school leadership team will oversee the development and implementation of the professional development plan.
- **Calendar Integration:**
  - Allocate specific days in the academic calendar for professional development activities.
- **Budget Allocation:**
  - Allocate resources annually for training programs, external certifications, and conference participation.
- **Incentives:**
  - Recognize and reward staff who actively participate and demonstrate growth through professional development.

### 4. Monitoring and Evaluation

- **Impact Assessment:**
  - Regularly evaluate the impact of professional development activities on teaching quality and student outcomes.
- **Feedback Mechanism:**
  - Solicit feedback from participants to refine future training sessions.
- **Documentation:**
  - Maintain records of all professional development activities, attendance, and outcomes.
- **Review Cycle:**
  - Conduct annual reviews of the professional development plan and policy to ensure relevance and effectiveness.

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## Roles and Responsibilities

- **School Leadership:** Ensure the availability of resources and alignment of training with school objectives.
- **Professional Development Coordinator:** Plan, organize, and manage professional development activities.
- **Staff Members:** Actively participate in development programs and implement learned strategies.
- **External Partners:** Provide expert training and resources to enhance the program’s quality.

## Conclusion

This policy and plan underline the school’s commitment to fostering a thriving professional environment. Continuous investment in staff development ensures a positive impact on student learning, staff satisfaction, and the overall growth of the school community.

Preah Sihanouk, 05 September 2024

**Hoeung Bunly**  
CEO

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