



TEACHER PROFESSIONAL RENEWAL AND EXCHANGE PROGRAM POLICY FOR THE DIOCESAN SCHOOLS SYSTEM

December 2017

1. PURPOSE

The Teacher Professional Renewal and Exchange Program provides an opportunity for permanent full-time and part-time teachers to widen their professional horizons by experiencing teaching and learning in another systemic school within the Diocese of Broken Bay.

Under the program, a teacher, subject to the approval of the employer, may exchange his/her position in their existing school (the “home” school) with the position of another teacher in a different school (the “exchange” school) for a period of twelve months. Participating teachers are expected to work collaboratively with their principals and schools consultant to ensure the program meets its goals of providing valuable professional development and a renewal experience.

2. APPLICABILITY

This policy applies to all schools, primary and secondary, within the Diocesan Schools System (DSS).

Applications do not guarantee a placement in another school.

Who is eligible to apply?

Applicants must:

1. Hold a permanent position in their home school. This may be full-time or part-time. However the exchange must be to a position of the same FTE that they currently hold.
2. Have spent a minimum of six years in their home school. The six years may include a mix of permanent, temporary, full-time and part-time positions.

Note: Applicants with less than six years’ service in the one school may apply where their personal circumstances would warrant consideration. This may be because of a change in the geographic area in which they live or due to a change in family circumstances where a move may assist in balancing work and family commitments.

3. Be able to meet the requirements of the position to which they seek to move. For example, a teacher with an early childhood qualification may not be exchanged for a position in stage 2 and 3, or a stage where they have had no or limited experience.
4. Have the capacity to safely and effectively perform the inherent requirements of their teaching position.
5. Be able to demonstrate:
 - A record of strong teaching performance
 - A willingness to be open to new methodology and practices;
 - The ability to adapt to change;
 - Active participation in the strategic goals of their home school;
 - Participation in or adoption of new initiatives in their home school;
 - That they take responsibility for themselves as a learner.

Who is not eligible to apply?

1. Teachers who do not hold a permanent position;
2. A teacher who is on a performance improvement plan;
3. A teacher who is currently the subject of a child protection allegation or allegation of misconduct;
4. A teacher who is not currently working in their own substantive position;
5. A teacher who is not available to perform work during the exchange year due to taking an extended period of pre-approved leave (such as long service leave, leave without pay or parental leave);
6. Teachers holding a contracted promotions position such as assistant principal or religious education coordinator.

Proposed duration of the Professional Renewal & Exchange Program for Teachers

The duration of the exchange will be one full school year, with the expectation both teachers will return to their home school at the end of the year.

The program is intended to provide renewal experiences of one school year. However it is possible that the arrangement could become permanent by the mutual agreement of all parties, including the principal of each school.

Who would need to be consulted and involved?

- Principals of both/all schools involved
- Applicant teachers
- Schools Consultants
- Leader, Human Resource Services

What if there are a number of applicants for the same exchange?

The principal with the exchange vacancy will put in place a selection panel, similar to the process for filling an advertised vacancy (refer to the *Recruitment and Selection of Teaching and Support Staff – Guidelines for Principals* for more information). Criteria for the position will be available to applicants and the position will be offered to the teacher who, in the view of the selection panel, best meets the criteria. If no applicants meet the criteria, the exchange will not take place.

What if there are performance issues with the teacher in their exchange school?

Any performance issues will be addressed by the principal of the exchange school.

Who will be responsible for Teacher PAL (in development) once it is adopted in schools?

The principal in the exchange school

3. APPLICATIONS

When and how are applications made?

Applications are made by completing the *Teacher Professional Renewal and Exchange Program Application – Form 1*. Any application for the following year would be made by individual teachers to their home school principal by date advertised.

All application forms received by principals are forwarded, with a *Teacher Professional Renewal and Exchange Program Request Approval – Form 2*, to the Human Resources Team. The Human Resources Team will liaise with the relevant schools consultant/s and principals of any schools nominated by the applicant to check if any teacher exchange positions are available and can be accommodated. This process will remain open until the end of week 2 of term 4 so all requests for exchange can be considered fairly and during this period principals would interview any appropriate applicants if such a request can be accommodated in their school.

Prior to any exchange offer being made to a successful applicant, the principal of the exchange school will need to liaise with their schools consultant, principal of the applicant's home school and the Human Resources Team and complete a *Teacher Professional Renewal and Exchange Program Placement Approval – Form 3*.

Sharing experience

On return to their home school, the teacher will be required to present to staff at an appropriate time, such as at a staff meeting, the experience of exchange including discussing professional development in which they were involved and any school initiatives in which they took part as well as any other matters of interest.

4. POLICY REVIEW

This policy will be reviewed not less frequently than once every five years.

5. POLICY DATED

Date policy originally issued	December 2009
Date of current edition of policy	December 2017
Date of next review	December 2022

Authorised by
Peter Hamill
Director of Schools



Catholic Schools Office

Diocese of Broken Bay

Caroline Chisholm Centre
Building 2, 423 Pennant Hills Road
Pennant Hills NSW 2120
PO Box 967, Pennant Hills NSW 1715
Phone: (02) 9847 0000
Fax: (02) 9847 0001
Email: mail@dbb.catholic.edu.au
Web: www.csodbb.catholic.edu.au

TEACHER PROFESSIONAL RENEWAL AND EXCHANGE PROGRAM (P.R.E.P)

APPLICATION – FORM 1

Name of Applicant _____ Employee ID _____

Current School _____

Number of Years in Current School _____

Contact Number _____ Mobile _____

List of schools in preference order in which you are seeking to teach under the program:

1)
2)
3)

Indicate with one example for each how you meet the eligibility criteria

- A willingness to be open to new methodology and practices

- The ability to adapt to change





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- Active participation in the strategic goals of your current school

- Record of strong teaching performance

- Adoption of new initiatives in your current school

- Taking responsibility for yourself as a learner

Applicant Signature _____

Date ____/____/____

Principal Signature _____

Date ____/____/____

PLEASE EMAIL THIS FORM AND THE *TEACHER P.R.E.P REQUEST APPROVAL – FORM 2* TO
HumanResource@dbb.org.au





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TEACHER PROFESSIONAL RENEWAL AND EXCHANGE PROGRAM (P.R.E.P)

REQUEST APPROVAL – FORM 2

School _____

Name of teacher seeking to participate in exchange

- 1) I have discussed the program with the applicant and I consider he/she meets the criteria of
Teacher P.R.E.P

Yes ☐

No ☐

- 2) I have discussed the application with the Schools Consultant who also agrees the applicant
meets the criteria of Teacher P.R.E.P

Yes ☐

No ☐

Principal's Signature _____ Date ____/____/____

THIS FORM ACCOMPANIES THE COMPLETED TEACHER P.R.E.P APPLICATION – FORM 1.

PLEASE EMAIL BOTH FORMS TO HumanResource@dbb.org.au





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TEACHER PROFESSIONAL RENEWAL AND EXCHANGE PROGRAM (P.R.E.P)

PLACEMENT APPROVAL – FORM 3

School _____

Name of teacher currently at your school

Name of Incoming Teacher _____

Current School of Incoming Teacher _____

- 1) I have discussed the program with the incoming teacher and I consider he/she meets the criteria of Teacher P.R.E.P

Yes ☐

No ☐

- 2) I have discussed the exchange with the Principal of the incoming teacher and we both agree we can accommodate the teacher exchange

Yes ☐

No ☐

- 3) I have discussed the exchange with the schools consultant who is satisfied with the teacher exchange arrangement

Yes ☐

No ☐

Exchange Principals Signature _____ Date ____/____/____

PLEASE EMAIL THIS FORM TO HumanResource@dbb.org.au

