



PROFESSIONAL DEVELOPMENT PROCEDURE

STATEMENT OF AIM

At MEF International School, we are committed to fostering a culture of continuous learning and professional growth. Our professional development (PD) program is designed to empower educators with the skills, knowledge, and resources necessary to provide exceptional educational experiences. We aim to ensure that our teachers remain at the forefront of pedagogical innovation, enabling a high-quality learning environment for our students.

RATIONALE

The PD program at MEF IS equips teachers to deliver educational programs with confidence and competence, aligned with both school-wide initiatives and individual professional goals. Through access to current research and best practices, professional development helps teachers enhance their instructional strategies and improve student outcomes.

PROCEDURES

Budget and Planning

- A dedicated professional development fund is included in the school's annual budget to support staff growth.
- Each year, the Principal creates a comprehensive PD plan, detailing key professional development activities and associated costs.

Internally Provided Professional Development

- **Orientation Training:** Comprehensive onboarding is provided for new staff to familiarize them with the school's culture and systems.
- **Leadership-Led Workshops:** School leadership conducts workshops to enhance teaching skills and leadership abilities.
- **Teacher-Led Workshops:** Teachers are encouraged to share their expertise through peer-led workshops, fostering a collaborative and innovative environment.
- **Whole-School Workshops:** Regular whole-school workshops align staff with strategic goals and collective educational strategies.

Externally Provided Professional Development

- **Core Training:** Teachers receive training in relevant curricula, such as the International Baccalaureate or Cambridge, to ensure high-quality instruction.
- **Individual Professional Development:** Teachers are supported in pursuing individual PD opportunities that align with their specific professional / subject areas or personal growth.
- **Mandatory Training:** Compliance training on child protection, safety, and other legal responsibilities is provided regularly.

ONLINE PROFESSIONAL DEVELOPMENT APPLICATION

To streamline the application process, all PD requests are submitted through a **Google Form**. This ensures easy submission, review, and record-keeping of applications.

APPLICATION PROCEDURE

Initial Discussion:

Teachers are encouraged to have a preliminary discussion with the Principal or Curriculum Coordinator about their PD interests and goals.

Google Form Submission:

Teachers will submit their PD application through a Google Form, which includes detailed information about the professional development activity (e.g., title, location, description, and relevance to individual and school goals). Applications should be submitted at least one month before the PD event to allow for thorough review and planning.

Collaborative Decision-Making: PD Committee

PD applications are reviewed by the **Professional Development Committee**, composed of:

- The Principal (Chair),
- The Curriculum Coordinator,
- Two Teacher Representatives.
- The committee meets monthly to evaluate applications based on alignment with school goals, cost-effectiveness, and the professional growth of staff. Final decisions are made in consultation with the Assistant General Manager, ensuring both educational and budgetary considerations are met.

Follow-Up and Collaboration:

After completing the PD activity, teachers must submit a brief synopsis of their learning to their Principal, Curriculum Coordinator, and Department Head where applicable. Teachers are encouraged to share any materials, handouts, or resources on the school's shared drive and may present key learnings during department or staff meetings.

PROFESSIONAL DEVELOPMENT COMMITTEE

The **Professional Development Committee** oversees the allocation of PD opportunities in alignment with the school's strategic goals. Responsibilities include:**Reviewing and Evaluating PD Requests:** Ensuring that PD requests align with the school's mission, vision, and priorities.

- **Collaborative Decision-Making:** Facilitating fair and transparent decision-making by incorporating diverse perspectives from leadership and teaching staff.
- **Monitoring and Reporting:** Tracking all PD activities and ensuring that post-PD feedback is gathered to assess its impact on teaching and learning.

SELECTION CRITERIA

PD applications are evaluated based on the following criteria:

- **Alignment with School Goals:** The proposed PD should support the school's vision, mission, and strategic objectives.
- **Institutional Priorities:** PD that addresses programmatic needs, school-wide initiatives, or departmental goals is prioritized.
- **Cost-Effectiveness:** PD opportunities that provide significant impact while remaining cost-effective are prioritized.
- **Staff Commitment:** Teachers demonstrating long-term commitment to the school are prioritized in the selection process.
- **PD History:** Teachers who have not received PD funding in the past two years may be given priority.

CONTRACTUAL AGREEMENT

Teachers who undertake specialized training, such as IB or Cambridge, are expected to fulfill a their contract term with the school. If the contract is not completed, the cost of the professional development may be recovered from the final salary.

Policy reviewed August 2025

APPENDIX A: PROFESSIONAL DEVELOPMENT AGREEMENT

MEF INTERNATIONAL SCHOOLS PROFESSIONAL DEVELOPMENT AGREEMENT

Dear MEF International School,

I am pleased to confirm my participation in the upcoming professional development training. I am committed to implementing the knowledge and skills gained from this experience to enhance the quality of education at MEF Schools.

In return for this professional development opportunity, I affirm my commitment to continue my role at MEF Schools, either on the Ulus Campus or any other MEF Schools campus, for the 2024-2025 and 2025-2026 academic years. Should I voluntarily resign for personal reasons, or if my employment is terminated in accordance with legal provisions, I acknowledge that the cost of the training will be deducted from my final salary.

Professional Development Information	
Training Title:	
Organization:	
Date(s):	
Training Fee:	

Signatures			
Teachers Name:		Coordinator's Name:	
Date		Date:	
Signature:		Signature:	

APPENDIX B: PROFESSIONAL DEVELOPMENT APPLICATION FORM

MEF INTERNATIONAL SCHOOLS PROFESSIONAL DEVELOPMENT APPLICATION

Name: _____

Date: _____

Learning Activity:

Briefly describe the professional development activity. Attach a web-link or a copy of the program description, providing specific details of the activity.

Details Regarding Professional Development

Professional Development Information	
Training Title:	
Organization:	
Date(s):	
Training Fee:	
Description:	

Selection Process:

The PD Committee, composed of the Administration and two teacher representatives, will evaluate PD applications based on the following criteria:

- **Alignment with School Goals:** The proposed PD must support the school's vision, mission, and strategic objectives.
- **Institutional Priorities:** Priority is given to PD that addresses programmatic needs, school-wide initiatives, or departmental goals.
- **Cost-Effectiveness:** PD opportunities that provide significant benefits while remaining cost-effective are prioritized.
- **Staff Commitment:** Teachers demonstrating long-term commitment to the school will receive preference.
- **PD History:** Teachers who have not received PD funding in the past two years may be given priority.

School-wide Goals

Explain how this professional development activity aligns with MEF IS school-wide goals, mission, and vision.

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Professional Goals

Describe how this activity aligns with your personal professional development goals.

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Learning and Development

Explain how this professional development will enhance student learning and development.

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Collaboration

Upon completing the professional development, write a one-page synopsis and submit it to your Principal, Coordinator, and Department Head. You should also post any handouts, links, or useful documents in the relevant folder on the shared drive. Additionally, you may be asked to share this information during a department or staff meeting.

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Terms and Conditions:

- I understand that I may be asked to contribute to some of the cost of the professional development.
- I agree to complete the PD summary and present the findings and resources within one month of completing the activity.
- Teachers who undertake specialized training, such as IB or Cambridge, are expected to fulfill their contract term with the school. If the contract is not completed, I acknowledge that the cost of the professional development may be recovered from my final salary.

Signatures			
Teachers Name:		Coordinator's Name:	
Date		Date:	

Signature:		Signature:	
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