Professional Development Policy 2026-2027

Policy Information			
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Principal			
Vice Principal			
Author of policy's role	Admin Department		
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1. PROFESSIONAL DEVELOPMENT POLICY

1.1 Purpose

HHES is committed to continuous professional growth and educational excellence through structured training and development opportunities.

1.2 Professional Development Requirements

All employees are expected to participate in mandatory training programs including:

* Safeguarding and child protection
* Health and safety
* Curriculum development
* Classroom management
* Assessment strategies
* Inclusion and SEN support
* Digital learning
* Leadership development

1.3 Performance Evaluation

Employee performance shall be evaluated periodically through:

* Lesson observations
* Performance appraisals
* Administrative reviews
* Student outcomes

* Professional behaviour assessments

Professional development plans may be created based on evaluation outcomes.

1.4 External Training and Workshops

Employees may attend external:

* Workshops
* Conferences
* Certification programs
* Educational seminars

Subject to management approval.

The school may require employees attending sponsored programs to fulfill institutional commitments.

1.5 Mandatory Induction Training for New Hires

Mandatory Training for New Employees: All newly appointed staff members must complete the school's core mandatory training requirements within their first 30 days of employment. This includes training in Safeguarding, Child Protection, and Inclusive Education. Where applicable, additional mandatory training identified by the school, SPEA, or other relevant UAE authorities must also be completed within the prescribed timeframe.

1.6 Employee Responsibilities

Employees are expected to:

* Continuously improve professional skills
* Stay updated with educational practices
* Participate actively in training
* Apply learning within the classroom and workplace

2. HEALTH, SAFETY, AND WELLBEING

All employees must comply with:

* School health and safety procedures
* Emergency evacuation protocols
* Fire and safety regulations
* UAE public health requirements

The school promotes:

* Positive workplace culture
* Respectful professional relationships
* Staff wellbeing and support

3. Inclusion and SEN Support

Inclusion and SEN Support: Training will develop staff understanding and practical skills in supporting Students of Determination and learners with additional educational needs. This will include training on the UAE National Inclusive Education Policy and the School for All framework, together with appropriate strategies for differentiation, reasonable

adjustments, individualised support, classroom inclusion, and effective collaboration with parents and specialist professionals.

4. RESIGNATION AND TERMINATION

All resignations must:

* Be submitted officially in writing
* Follow contractual notice periods
* Comply with UAE Labour Law

Before final clearance:

* School property must be returned
* Financial obligations must be settled
* Administrative clearance must be completed

5. Evaluating the Impact of Training

Post-Training Evaluation: Professional development will not be evaluated solely through attendance records or completion certificates. Following relevant training, staff may be required to develop post-training action plans, implement identified strategies, or participate in targeted lesson observations to evaluate the practical application and impact of newly acquired knowledge and skills. Feedback from observations and action plans will be used to identify further support and professional development needs.

6. POLICY REVIEW

This policy shall be reviewed periodically by the School Management and Board of Governance to ensure continued compliance with:

* UAE Labour Law
* SPEA regulations
* Educational standards
* Institutional requirements