

Staff Development Committee

I. AIMS

1. To introduce appropriate external resources into the school to enrich educational experiences of staff members and students.
2. To enhance the professional competence of staff members, by providing them with a clearer concept of the direction of the school, strengthening their belief of Christian education, equipping them to be more effective in guiding students, managing administrative affairs, and coping with drastic changes in the education system.
3. To increase the effectiveness of the individual, team and school as a whole through empowerment and strategic planning.

II. SITUATIONAL ANALYSIS

A. Strengths

1. All staff members are committed, dynamic, adaptive, willing to learn and to meet new challenges.
2. Most staff members are self-initiative and have high quality expectation of the results on the tasks assigned to them.
3. Most staff members are experienced and the turn over rate is low in the past few years.
4. The school management always encourages staff to receive profession training.

B. Weaknesses

1. Average workload of staff members is heavy due to normal routine and adaptive changes.
2. Time constraint is often a problem.
3. Teachers are too occupied with work and too busy dealing with changes, communication among them needs to be improved.

III. Committee Foci 2008-09

Committee Major Foci	Address to School Major Concern
1. To help teachers teach in an EMI environment with confidence.	1, 3
2. To help teachers understand and prepare for the development of NSS.	2, 3
3. To support and develop new staff so that they can contribute to the school.	2, 3

IV. OPERATIONAL STRATEGIES

Task	Description	Expected Outcomes	Success Criteria/ Evaluation Method	Time Scale	Resources Required/ Budget	Person-in-charge
Major Concern 1: To help teachers teach in an EMI environment with confidence.						
1.	- Encourage staff to participate in workshops and seminars related to upgrading teachers' English proficiency.	Staff participate in professional training organized by EMB and outside bodies.	Staff maintain regular professional training and form portfolios of their own.	Throughout the academic year	Workshop, course and seminars held by EMB and outside bodies.	SDC members
2.	- Organize teachers' day(s) to meet the need of colleagues in this aspect.	All staff participate in the Teachers' Day	Strong participation and positive responses from colleagues	Once a year (Dec)	Speaker from HKID/EDB Financial resources from school	TWK
Major Concern 2: To help teachers understand and prepare for the development of NSS.						
1.	- Encourage staff to participate in workshops and seminars related to NSS	Staff participate in professional training organized by EMB and outside bodies.	Staff maintain regular professional training and form portfolios of their own.	Throughout the academic year	Workshop, course and seminars held by EMB and outside bodies.	SDC members
2.	- Organize teachers' day(s) to meet the need of colleagues in this aspect.	All staff participate in the Teachers' Day	Strong participation and positive responses from colleagues	Once a year (May)	Speaker from outside body Financial resources from	TWK

					school	
Major Concern 3: To support and develop new staff so that they can contribute to the school.						
1.	- To organize experienced teachers to assist new staff to settle in the new environment	Mutual support and sharing between staff	New staff and supporting teachers	Throughout the academic year	Financial resources from school	TWK
2.	- To organize sharing sessions for new staff.	Mutual support and sharing between staff	New staff and supporting teachers	At least once in a term	Financial resources from school	TWK
Others						
Staff Training	- Encourage staff to participate in workshops and seminars organized by EMB and outside bodies - In-house training on how to handle students' behavioral problems in the classroom	Staff participate in professional training organized by EMB and outside bodies.	Staff maintain regular professional training and form portfolios of their own.	Throughout the academic year	Financial resources from school Workshop, course and seminars held by EMB and outside bodies. Experienced staff within the school.	SDC members
Staff Retreat	Spiritual Reflection and Team Building	Staff Retreat Camp	Questionnaires to staff	24 th Aug. 2009	Financial resources from school Members of SDC	Principal & Ad hoc committee
Joint School Retreat	Theme: To be confirmed	All staff participate in the Retreat.	Strong participation and positive responses from colleagues Questionnaires to staff	5 th Dec 2008	Sponsoring Church and speakers from various professions.	Principal & SDC
Yearly Plan and Budget	Evaluation & Planning	Drafts of Program Plan and Budget	Program Plan and Budget	June/July 2009	The Principal and Members of SDC	TWK
Teachers' Day	Three teachers' days will be organized for staff with the stress on NSS and EMI	All staff participate in the Teachers' Day	Strong participation and positive responses from colleagues	Dec 2008 & May 2009	Financial resources from school Speakers from outside bodies	TWK
Circulation of Information	Relevant Training Courses, Books, Newspapers, Magazines, Circulars etc.	Staff taking part in various activities	Keep record of staff participating in various activities. Evaluation based on the record.	Throughout the academic year	Email & Board	LOKL
Staff Fellowship	Spiritual Cultivation to Staff	Refer to Program plan of Staff Fellowship	Refer to criteria set by Staff Fellowship	Throughout the academic year	Members of Staff Fellowship and Tai Wai Church as well as assistance from Greg, the missionary.	Members of Staff Fellowship

V. EVALUATION METHODS ON MAJOR CONCERNS

1. Questionnaire and evaluation for each activity.
2. Staff members' attendance record to seminars, workshops, talks, exhibitions, visits, etc.
3. Staff members' sharing of experiences on courses.
4. Staff feedbacks.

VI. TEAM MEMBERS

1. Mr. Tom Wood Kon (TWK)
2. Mrs. Yip Lo Ka Lai (LOKL)