



European School LLC

შპს ევროპული სკოლა

# Professional Development Policy and Procedure



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## Terminology

Term	Description
<b>European School LLC</b>	A limited liability company that emphasizes a multilingual and multicultural pedagogical approach. The European School includes a preschool education center, primary, middle, and high schools offering the Georgian curriculum and the International Baccalaureate programs, as well as an American high school.
<b>Code of Ethics</b>	A code of ethics in the Company is a set of guiding principles intended to ensure that the Company and the Employees act honestly and with integrity in all aspects of its day-to day operations
<b>Line Manager</b>	A person with direct managerial responsibility for a particular employee
<b>Leadership Team</b>	The school director and administrative manager together make up the school Leadership Team.
<b>Policy</b>	A policy document is a high-level statement that reflects the intent and direction from the top management. Once published, it is mandatory for everyone within the organization to abide by the policy.
<b>Procedure</b>	A procedure is a series of systematic steps to be followed for accomplishing a particular activity or a task, which is predefined by the Organization. It is often implemented or referred to in the form of a standard operating procedure (SOP).
<b>Professional Development Plan</b>	A plan that outlines training, seminars, courses, and other professional development activities aimed at enhancing employees' competencies and skills.
<b>Staff Manual</b>	Also known as an employee handbook or employee manual, is a collection of rules, policies and procedures outlining everything employees need to know about working at that company
<b>Teachers' Handbook</b>	Is a comprehensive document that details the rules and regulations for academic personnel at the company. It provides guidance on all aspects of their work and serves as a reference for compliance.
<b>„Training Transfer” Process</b>	The "training transfer" process involves the stages of acquiring knowledge after completing training and effectively applying it in a real work environment.



## 1. Roles and Responsibilities

Role	Role Responsibility
<b>Employee</b>	<ul style="list-style-type: none"> <li>• Maintains regular communication with the line manager and considers their feedback;</li> <li>• Promptly informs the line manager about the trainings, seminars, and workshops required for their professional development;</li> <li>• Is required to attend all trainings, seminars, and courses organized, financed, and planned by the school;</li> <li>• Ensures the delivery of high-quality work performance.</li> </ul>
<b>Line Manager</b>	<ul style="list-style-type: none"> <li>• Maintains ongoing feedback with subordinates;</li> <li>• Provides the necessary information for the professional development of subordinates to the head of the subject department, program, and other relevant structural units.</li> </ul>
<b>Head of Subject Department / Program Head/Coordinator / Head of Structural Units</b>	<ul style="list-style-type: none"> <li>• Maintains regular feedback with subordinates;</li> <li>• Reviews the professional development plan set by line managers, providing their input;</li> <li>• Submits the finalized version of the professional development plan to the Head of Human Resources Management.</li> </ul>
<b>Human Resources Management Unit</b>	<ul style="list-style-type: none"> <li>• Develops, reviews, updates, and distributes the current policy or procedural document;</li> <li>• Ensures staff awareness and understanding of the document;</li> <li>• Ensures the collection of all necessary related documents;</li> <li>• Reviews the plan and presents it to the Leadership Team for further review and approval;</li> <li>• Provides support to employees and managers in the development of their professional development plans.</li> </ul>
<b>School Director</b>	<ul style="list-style-type: none"> <li>• Reviews, amends and approves the policy and procedure document;</li> <li>• Professional development plan.</li> </ul>
<b>Administrative Manager</b>	<ul style="list-style-type: none"> <li>• Approves the professional development plan;</li> <li>• Approves the budget.</li> </ul>
<b>School Leadership Team</b>	<ul style="list-style-type: none"> <li>• The Director and Administrative Manager of the European School represent the school's Leadership Team.</li> </ul>

## 2. Introduction

The Professional Development Policy and Procedure (hereinafter referred to as the "Policy and Procedure") is an official document of "European School" LLC (hereinafter referred to as the "School"). This document outlines and governs the rules of professional conduct for employees and is in compliance with the school's internal regulations, including the "Staff Manual", "Teacher's Handbook," "Code of Ethics," and others. All policy and procedure documents of the school align with the current Labor Code of Georgia (hereinafter referred to as the "Labor Code") and other relevant legislation.



At “European School,” we recognize the crucial role of academic, administrative, and technical support staff in delivering high-quality education. Therefore, the school acknowledges the importance and necessity of involving every employee in the professional development process.

### 3. Purpose

The policy aims to foster the professional growth and development of school employees to maintain high standards of quality and efficiency in their work. Additionally, it ensures the creation of necessary resources and opportunities that support employees' career advancement.

### 4. Applicability of the Policy and Procedure

- 1) Professional development plans are created for each academic year, tailored to specific needs;
- 2) The European School offers equal opportunities for professional development to all employees. Any employee who successfully completes their probationary period is eligible to participate in the professional development plan;
- 3) The school encourages all employees to actively engage in and take the initiative for their own professional growth;
- 4) To identify training needs within the school's curricula and address them, the Human Resources Management Division collaborates with Subject Department Heads, Program Head / Coordinators, and the Head of other Structural Units;
- 5) The school Leadership Team allocates the necessary budget for professional development, covering training-related expenses throughout the academic year.

### 5. Professional Development Principles

- 1) **Ongoing Education:** Professional development should be a continuous process with defined goals. The school management ensures that all employees have access to essential learning resources, trainings, seminars, workshops, other;
- 2) **Qualification Enhancement:** All school employees are provided opportunities to enhance their qualifications through relevant training, seminars, and workshops.
- 3) **Development Support:** The school management systematically monitors the professional growth of employees and provides additional resources to support their development;
- 4) **Considering Individual Needs:** The school management takes an individualized approach to each employee, addressing their specific needs and fostering personal development.

### 6. Professional Development Procedure

#### 7.1. Identify Development Needs

Each year, the training, seminar, and workshop requirements are reviewed, and the corresponding plan is updated accordingly. The following results-oriented methods are used to identify these needs:



- Coordination between the head of the subject department, program head/coordinator, and other structural unit leaders with the Human Resources Management Division;
- Outcomes from the annual performance evaluation of employees;
- Feedback from the line manager;
- Individual requests from employees;
- Compliance with applicable laws and regulations.

## **7.2. Identification of Necessary Trainings/Seminars/Courses/Conferences/Workshops**

- 1) Based on the professional development needs identified in the previous stage, the following individuals and units are involved in determining the necessary training, seminars, and other courses: Human Resources Management Division, Program Head/Coordinator, Head of Subject Department, and Heads of other structural units. Together, they identify the needs and create a professional development plan for the upcoming academic year;
- 2) The school explores a variety of professional development opportunities, including trainings, seminars, courses, and workshops, both online and in-person, at local, national, and international levels. Some of the school's employees are certified trainers in specific fields and, when necessary, they facilitate professional development trainings;
- 3) Allocation of Financial Resources- Once the professional development needs are identified and the relevant training opportunities are found, the school Leadership Team evaluates the annual professional development plan, which has been developed by the heads of subject departments, program heads/coordinators, and other structural unit heads, in collaboration with the Human Resources Management Division. After reviewing and making necessary adjustments, the School Leadership Team approves the plan and allocates the appropriate budget for its execution;
- 4) School personnel is required to attend all trainings, seminars, courses, and workshops that are planned, funded, and organized by the school.

## **7.3. Effectiveness of Conducted Trainings/Seminars/Courses/Conferences/Workshops**

- 1) Line managers are responsible for supporting the "training transfer" process, ensuring that employees effectively apply the skills and knowledge gained from the training, seminar, course, or workshop. They are also tasked with monitoring the impact of these professional development activities on employees' performance and their ability to implement the acquired skills in their daily work.
- 2) The outcomes of the "Performance Evaluation" for the following year are also assessed to determine the effectiveness of the professional development activities in enhancing employee performance.

## **7. Priority Areas of the "European School"**

The European School places special emphasis on the professional development of employees in the following key areas:



1. Child Protection and Safety;
2. Occupational Safety;
3. Training on National Curriculum Matters;
4. Training on IB Programs and Philosophy;
5. Training for the American High School of Advance Studies Program;
6. Training within the Framework of Digital Transformation;
7. Management Training;
8. Administrative Training;
9. Other Trainings in Compliance with the Law.

The Professional Development Policy ensures that employees have access to development opportunities tailored to their individual needs, thereby contributing to the overall achievement of the school's strategic goals.

## **8. Compliance**

In the event that an employee fails to comply with the "Professional Development" policy and procedural document set by the European School, and does not follow the established rules, the employer is entitled to take appropriate disciplinary measures.

## **9. Supporting References**

- Performance Evaluation Policy and Procedure;
- Disciplinary Policy and procedure;
- Professional Development Plan (for the current academic year).