

Him Lam International School



Professional Development Plan

2022-2023

Summary

School Name	Him Lam International School	2022-2023
Priority 1	Curriculum	
Priority 2	Assessment	
Priority 3	Quality of Teaching and Learning	
Priority 4	School Environment	
Priority 5	Leadership	

Priority 1: Curriculum				
<p>Goal 1: <i>To ensure a dynamic and balanced curriculum that is responsive to the evolving workplace of the twenty-first century.</i></p> <p>Goal 2: <i>Ensure sufficient qualified and capable staff are deployed effectively, in order to deliver and enable children of all abilities to fulfill their potential whilst inspiring a lifelong love of learning.</i></p> <p>Goal 3: <i>Learner variability and diversity is valued and accommodated in classrooms, and all students are appropriately supported and challenged by their learning experiences in line with our mission and guiding statements</i></p>				
Actions	Performance Measure	Resources/Support Required e.g. budgets, student results, professional development	Person/s Responsible	Timeline

1.	Implementation of the IB philosophy and programme for all staff	<ul style="list-style-type: none"> Teaching certificates and any other qualifications of each PYP teacher Teacher registration for IB Workshops IB Certificate of completion All staff shall hold accountability and responsibility for their roles and will feel empowered to implement those roles effectively within defined collaborative/team structures. 	<p>Training resources Bookings Dates Minutes from meetings Lesson observations Peer observations</p> <p>PD workshops: Category 1: Making the PYP happen: Implementing agency workshop for PYP Coordinator</p> <p>Category 1: Making the PYP happen: Implementing agency workshop for teaching staff</p>	PYP Coordinator All Staff	<p>July 2022</p> <p>Status <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Pending</p> <p>Weekly Oct-Nov 2021</p> <p>Weekly May- June 2022</p>
2.	To use the programme standards and practices (PSP) framework to develop the foundations and evolution of the school that support effective practice and exemplify the IB mission.	<ul style="list-style-type: none"> Collaborative planning and reflection taking place Effective implementation of IB PYP the programme seen in all planning & lessons Continued refinement of scope and sequence and reflections once a unit is completed are documented. Alignment with PYP, Common Core Standards and IB subject Guides PLC sessions to develop skills and 	<p>Training resources Planning documents Unit plans Minutes from meetings Lesson observations Peer observations</p> <p>PD session Engaging collaborative communities: What is collaborative planning? ESL Learners</p> <p>PD session Toddle training - planning</p> <p>Professional development sessions make use of the strengths and experiences of teachers</p>	PYP Coordinator All Staff Leadership	<p>Dec 2022</p> <p>Status <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Pending</p> <p>Start during Aug 2022 Orientation Aug 2022 - June 2023</p> <p>6th, 13th, 20th & 27th May 2022</p> <p>Start during Aug 2022 Orientation</p>

		develop collaboration <ul style="list-style-type: none"> Effectively using assessment platform Toddle to inform teaching and learning 			
3.	Implement a rich evidence-based assessment culture reflected in reporting mechanisms that provide clarity to learners and parents/guardians about their learning to empower students as agents of their learning.	<ul style="list-style-type: none"> Evidence of PYP units with ATLs, transdisciplinary concepts, previous learning experiences, and provides real-life application. Evidence of a variety of teaching styles and learning styles are utilized in order to respond to the needs of individual pupils. Learning is participatory and student-led Increasingly effective use of 'student voice' to guide and inform teaching and learning Age-appropriate mechanisms are in place for students to provide a 'voice' that has an impact over their own learning and wellbeing. Student led-events (exit points, assemblies, end of 	Training content PYP Coordinator Financial Support Planning documents minutes from meetings PD session: How do we evidence learning? Data for instruction Student agency - what does it look like?	PYP Coordinator All Staff Leadership	Dec 2022 Status <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Pending Aug 2022 Nov 4th 2022 Nov 4th 2022

		term showcases, written reflections).				
4.	To market the many strengths of the IB PYP curriculum and ensure that its philosophy is embedded throughout the school	<ul style="list-style-type: none"> Relevant up to date information on the school website/social media channels Open days Newsletters Blogs PTC parent/teacher surveys IB Learner Profile is embedded in Him Lam's policies and practice and shared with all stakeholders Students' work/learning journey are prominently displayed in classrooms Student-Teacher conferences 	<p>Training documents Marketing plan/strategies/timeline Planning documents Minutes from meetings Policies and procedures PLC sessions</p> <p>PD sessions: How to using Toddle to communicate with the family community What does a learning journey look like? Training of teachers on the use of transdisciplinary units Concept based learning What does differentiation look like in the classroom? Goal setting session to include school goals, class goals and individual goals</p>	PYP Coordinator All Staff Leadership	<p>School year 2022-2023</p> <p>Status <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Pending</p> <p>May - June 2022 Aug 2022 Aug 2022</p>	
5.	Develop and implement revised transdisciplinary themes in the PYP, ensuring a balance between subjects and across grade levels so as to improve learning for students	<ul style="list-style-type: none"> PYP units are created, implemented, updated, and posted in classrooms ATL is divided among subjects, groups/areas for explicit teaching Key concepts and related concepts will be included in all PYP unit plans per subject group 	<p>Training materials PYP Coordinator Financial Support Planning documents Minutes from meetings Observations</p> <p>PD workshops: Fortnightly PTC with teaching staff - throughout the academic year POI, Scope and sequence, curriculum guides created by end of June 2022 - academic staff</p>	PYP Coordinator All Staff Leadership	<p>Dec 2022</p> <p>Status <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Pending</p>	

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	<ul style="list-style-type: none"> Learning is participatory and student-led 	<p>PD session Delivering an IB programme - best practice Teachers will be able to:</p> <ul style="list-style-type: none"> make connections between programme frameworks and classroom practice enhance teachers understanding of assessment in IB programmes Teachers are able to discuss and analyze standards and practices <p>Local and global inquirers</p>	<p>Nov 2022</p> <p>Nov 2022</p>
Monthly Progress Reports to Supervisory Principals/Schools Board			
August	<p>How do we evidence learning? What does student agency look like? Fortnightly PTC with teaching staff Delivering an IB programme Local and global inquirers</p>		
September	Fortnightly PTC with teaching staff		
October	Category 1: Making the PYP happen: Implementing agency workshop for PYP Coordinator - OCT 2021		
November	Fortnightly PTC with teaching staff		
December	Fortnightly PTC with teaching staff		
January	Fortnightly PTC with teaching staff		
February	Fortnightly PTC with teaching staff		
March	<p>PYP Meetings 7th - 14th Collaborative planning Fortnightly PTC with teaching staff</p>		
April	<p>Collaborative planning Fortnightly PTC with teaching staff</p>		
May	<p>Collaborative planning Toddle training - planning: 6th, 13th, 20th & 27th May 2022 How to using Toddle to communicate with the family community Fortnightly PTC with teaching staff</p>		
June	<p>Category 1: Making the PYP happen: Implementing agency workshop for teaching staff Collaborative planning Fortnightly PTC with teaching staff</p>		
July	Collaborative planning		

Fortnightly PTC with teaching staff

Priority 2: Assessment

Goal 1: *Him Lam International School will execute a multi-year approach to creating data-informed teaching and learning culture.*

Goal 2: *To put systems in place where we have informal, formal, and confidential channels through which students can give feedback regarding their learning and wellbeing in order to influence not only their daily experiences in and out of class but also school-wide policy and processes.*

Actions		Performance Measure	Resources/Support Required e.g. budgets, student results, professional development	Person/s Responsible	Timeline
1.	To plan assessment based PD programme to ensure a continuous programme of workshops and activities designed to promote a reflective culture within which the sharing of good practice is increasingly commonplace	<ul style="list-style-type: none"> Teachers will implement inquiry-driven lessons Students will be doing hands-on activities to support inquiry Classroom visuals that support the IB and the Learner Profile are evident in all classrooms Every PYP teacher will have had a chance to observe a teacher from another PYP school Implemented data reporting system [Toddle/Class data spreadsheets] Student feedback is seen after each graded assignment they receive (i.e. Star and a Wish) Usage of K/W/L at the beginning and end of each unit Ongoing updates on leveled readers and phonics progression 	Training PYP Coordinator Teacher meetings notes focus groups lesson observations peer observations PLCs Spreadsheet for recording and comparing data from semester exams PD sessions: Concept-driven learners for teachers How to use Toddle effectively for Assessment Grading and reporting data Phonics training and what progression looks like Training of teachers on the use of transdisciplinary units	PYP Coordinator All Staff Leadership	Status <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Pending May - June 2022 May - Aug 2022 Aug - Sept 2022 Aug 2022 Feb 2023
2.	Train staff on using the school teaching and learning platform (Toddle) effectively and efficiently	<ul style="list-style-type: none"> Effective use of Toddle for: Lessons planning & collaboration teaching & learning assessment 	Toddle data Training PYP Coordinator Financial Support Teacher meetings notes	PYP Coordinator All Staff Leadership	Feb 22 March 22 Aug 22

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			focus groups lesson observations peer observations		Status <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Pending
			PD session: Toddle training		May- Aug 2022
3.	To provide teaching staff training on how to design an assessment rubric where students are able to transfer skills they have learnt	<ul style="list-style-type: none"> Implemented a tiered support system and interventions for struggling students Teaching are adapted to meet the needs of students using various assessment techniques Students know the distinction between knowledge, skills, and understanding. Students to receive the same rubric that's used to assess them before their assignments written in simple language (student success criteria) 	Training PYP Coordinator Financial Support Teacher meetings notes focus groups lesson observations peer observations PD Session: Assessment and evidencing learning - August 2022-June 2023	PYP Coordinator All Staff Leadership	
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Monthly Progress Reports to Supervisory Principals/Schools Board	
August	How to use Toddle effectively for Assessment Grade meetings - ongoing Assessment and evidencing learning - August 2022-June 2023
September	Grade meetings - ongoing
October	Grade meetings - ongoing
November	Grade meetings - ongoing
December	Grade meetings - ongoing
January	Grade meetings - ongoing
February	Grade meetings - ongoing
March	Grade meetings - ongoing
April	Grade meetings - ongoing
May	Toddle training - planning: 6th, 13th, 20th & 27th May 2022

	Grade meetings - ongoing
June	Grade meetings - ongoing

Priority 3: Quality of Teaching & Learning				
<p>Goal 1: <i>Outstanding subject teachers who possess excellent subject knowledge and are fully cognisant in terms of their knowledge and understanding of each individual pupil's capabilities</i></p> <p>Goal 2: <i>To provide resources that support innovative, dynamic and engaging approaches to learning</i></p> <p>Goal 3: <i>To ensure that Him Lam has a rigorous assessment framework, which supports the needs of all pupils and enables them to be able to fulfill their potential</i></p> <p>Goal 4: <i>A commitment to assess and critically reflect upon all aspects of school life</i></p> <p>Goal 5: <i>To improve teacher efficacy in IB in core content areas</i></p>				
Actions	Performance Measure	Resources/Support Required e.g. budgets, student results, professional development	Person/s Responsible	Timeline
<p>1. The school uses a range of strategies and tools to assess student learning</p> <p>To ensure that teachers understand the role of evidence in assessment and its impact on students' learning</p>	<ul style="list-style-type: none"> Evidence of a continuous programme of workshops and activities promote a reflective culture within which the sharing of good practice is increasingly commonplace Teachers are using work samples and other evidence to identify students' levels of development Staff are trained and confident in using the school's teaching and learning platform (Toddle) effectively and efficiently Staff are confident on how to design an assessment rubric where students are able to transfer skills they have learnt 	<p>Training PYP Coordinator Teacher meetings notes Focus groups Lesson observations Peer observations PLCs Questionnaires Teacher reviews</p> <p>PD sessions: Evidencing learning Toddle training workshops</p> <p>Progress reports document student development</p> <p>How to use data effectively</p>	<p>PYP Coordinator All Staff Leadership</p>	<p>Dec 2022</p> <p>Status <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Pending</p> <p>May - Aug 2022</p> <p>Aug 2022</p> <p>Aug 2022</p>

			What are summative and formative assessments? Designing an assessment rubric		Aug 2022 Aug 2022
2.	Lessons are adapted in response to learners' needs, having an optimum impact on progress	<ul style="list-style-type: none"> An implemented tiered support systems and interventions for struggling students The next steps in learning are addressed and evidenced in: planning/unit plans/observations Established systems to enable pupils to reflect on all aspects of school life effectively Teachers are using work samples and other evidence to identify students' levels of development Age-appropriate mechanisms are in place for students to provide 'student voice' through: interviews/questionnaires/observations/focus groups Teachers are able to identify the measurable impact on progress and achievement by closing the gap between groups within school Students show that they have agency and impact over their own learning and wellbeing Teachers to have a pastoral care program Students to have various pathways to their learning 	Training material Teacher meetings notes Focus groups Lesson observations Peer observations PLCs Questionnaires Teacher reviews Lesson plans Toddle - data PD sessions: Approaches to learning Beyond the disciplines Bilingual and multilingual teaching and learning Six facets of understanding Adapting to the needs of the children	PYP Coordinator All Staff Leadership	Dec 2022 Status <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Pending May - June 2022 May - June 2022 May - June 2022 Aug 2022
3.	To provide targeted professional development for teachers in early literacy teaching and assessment for moving learning forward	<ul style="list-style-type: none"> Evidence of Him Lam wellbeing standards (PYP) are incorporated into the Programme of Inquiry (POI) ensures holistic education through the PYP for all learners 	Training PYP Coordinator Teacher meetings notes focus groups lesson observations peer observations PLCs	PYP Coordinator All Staff Leadership	Dec 2022 Status <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Pending

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		<ul style="list-style-type: none"> Teaching is adapted to meet the needs of students using various assessment techniques in reading and writing Teachers are able to identify student progress in demonstrating the IB Learner Profile Evidence of student progress on the Learner Profile is used to plan for further development of these attributes 	<p>questionnaires teacher reviews lesson plans Toddle - data MAP (Measure of Progress) Summative assessments based on scored exams/tests</p> <p>PD Sessions: Curriculum intent, implementation and impact across all phases</p>		Aug 2022
4.	Ensure that assessments/reporting is communicated appropriately to students, parents and guardians as well as for other audiences or stakeholders	<ul style="list-style-type: none"> All news and updates published on the school website PTC meetings are well documents and signed (signature) from parents of attendance Regular updates on social media pages Teachers are using work samples and other evidence to identify students' levels of development Each class is to have a class parent representative Parents are given exit tickets during student showcases Guide of supporting actions for Parents 	<p>Evidence of: School letters School reports prospectus newsletter policies & procedures Data analysis of students' formative and summative assessments Toddle data and comments</p> <p>PD sessions: Toddle - training for staff and parents</p> <p>Building partnerships with parents</p>	PYP Coordinator All Staff Leadership	<p>May 2023</p> <p>Status <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Pending</p> <p>March 2022 - ongoing</p>
6.					
Monthly Progress Reports to Supervisory Principals/Schools Board					
August	<p>Evidencing learning Toddle training workshops for teaching and operations staff Toddle training for parents/family communities Making space for learning How to use data effectively</p>				

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	What are summative and formative assessments? Designing an assessment rubric Approaches to learning Creating a curriculum for transdisciplinary learning Building partnerships with parents
September	Adapting to the needs of the children Approaches to learning Beyond the disciplines Bilingual and multilingual teaching and learning PLC Building partnerships with parents
October	PLC Building partnerships with parents
November	PLC Building partnerships with parents
December	PLC Building partnerships with parents
January	PLC Building partnerships with parents
February	PLC Building partnerships with parents
March	PLC Building partnerships with parents
April	PLC Building partnerships with parents
May	PLC Building partnerships with parents
June	PLC Building partnerships with parents

Priority 4: School environment

Goal 1: *HIM LAM shall aspire to the promise of its Guiding Statements by promoting policy, practice and infrastructure which mitigates our environmental impact*

Goal 2: *To inform and engage with the school community*

Actions	Performance Measure	Resources/Support Required e.g. budgets, student results, professional development	Person/s Responsible	Timeline
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<p>A plan that supports environmental responsibility, in line with our Guiding Statements, shall be developed and effectively implemented</p>	<ul style="list-style-type: none"> • Effective line of communication (internally & externally) between school staff, parents and students • 80% of staff & parent survey indicate good or above • Students' attendance rate is at minimum 97% 	<p>School website letters flyers Toddle admissions</p> <p>PD sessions: Admissions using Toddle to record and analyze student/family data</p> <p>How to effectively engage with parents and the wider community</p> <p>How to read and analyze students' attendance figures</p>	<p>PYP Coordinator All Staff Leadership Admissions Marketing Operations</p>	<p>May 2023</p> <p>Status <input type="checkbox"/> Completed X <input type="checkbox"/> Ongoing <input type="checkbox"/> Pending</p> <p>May - Aug 2022</p>
<p>Build community knowledge and support for IB PYP</p>	<ul style="list-style-type: none"> • The tracker shows evidence of IB teacher PD sessions throughout the school year • Business relationships are being cultivated to support IB implementation 	<p>Staff certificates Calendar of PD session session feedback/surveys minutes from meetings PD resources photo's videos</p>	<p>PYP Coordinator All Staff Leadership</p>	<p>May 2023</p> <p>Status <input type="checkbox"/> Completed X <input type="checkbox"/> Ongoing <input type="checkbox"/> Pending</p>
<p>Implement social and emotional learning (SEL) for staff</p>	<ul style="list-style-type: none"> • 80% of staff survey indicate good or above • Staff wellbeing support is provided • HR support - teachers induction 	<p>Surveys Meetings/minutes Focus groups</p>	<p>PYP Coordinator All Staff Leadership</p>	<p>May 2023</p> <p>Status <input type="checkbox"/> Completed X <input type="checkbox"/> Ongoing <input type="checkbox"/> Pending</p>
<p>Monthly Progress Reports to Supervisory Principals/Schools Board</p>				
<p>August</p>	<p>How to effectively engage with parents and the wider community How to read and analyse students' attendance figures Admissions using Toddle to record and analyse student/family data</p>			
<p>September</p>				

October	
November	
December	
January	
February	
March	
April	Parent workshops 2x a week (2022)
May	Parent workshops 2x a week (2022)
June	Parent workshops 2x a week (2022)

Priority 5: Leadership				
Goal 1: <i>To actively support, promote and ensure the successful implementation of the school's mission and strategic goals</i>				
Actions	Performance Measure	Resources/Support Required e.g. budgets, student results, professional development	Person/s Responsible	Timeline
To ensure that all aspects of school life are underpinned by short term and long term development plans which are reviewed and revised on a regular basis.	<ul style="list-style-type: none"> A comprehensive strategic planning process that informs the school's strategic direction and results in the development and implementation of strategic and operational planning are in place and provides evidence of impact on the whole school development of staff and students. 	PD sessions Minutes from meetings Target setting session Actions plans Designated committees PD Sessions: Category 1: Making the PYP happen: Implementing agency workshop for PYP Coordinator Weekly staff, management meetings	Leadership School staff (teaching & operations)	May 2023 Status <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Pending Oct 2021
Develop a culture of greater collaboration and greater challenge.	<ul style="list-style-type: none"> Teachers connecting lines of inquiry to Scope & Sequence, and ATL The clear focus of learning engagements 	Effective collaboration taking place across the school through: planning / assessment / professional development/training	PYP Coordinator All Staff Leadership	May 2023 Status <input type="checkbox"/> Completed

	<ul style="list-style-type: none"> • Planning reflects the use of a growth mindset • Leaders collaborating with teaching staff and students encourages individual voice and transparency in everything that Him Lam does 	<p>Team teaching PLC PD session workshops One-to-one meetings questionnaires from parents, teachers and students</p> <p>PD sessions: Category 1: Making the PYP happen: Implementing agency workshop PYP Coordinator</p>		<p>X <input type="checkbox"/> Ongoing <input type="checkbox"/> Pending</p> <p>Oct 2021</p>
Provision of regular leadership/middle management training		<p>Meetings PD resources feedback questionnaires certificates lesson plans assessments coaching sessions</p>	<p>PYP Coordinator All Staff Leadership</p>	
Monthly Progress Reports to Supervisory Principals/Schools Board				
August	<p>Weekly staff, management meetings Minutes from meetings Target setting session Actions plans Designated committees (meetings)</p>			
September	<p>Weekly staff, management meetings Minutes from meetings Target setting session Actions plans Designated committees (meetings)</p>			
October	<p>Category 1: Making the PYP happen: Implementing agency workshop for PYP Coordinator (Oct 2021) Weekly staff, management meetings Minutes from meetings Target setting session Actions plans Designated committees (meetings)</p>			
November	<p>Weekly staff, management meetings Minutes from meetings Target setting session Actions plans</p>			

	Designated committees (meetings)
December	Weekly staff, management meetings Minutes from meetings Target setting session Actions plans Designated committees (meetings)
January	Weekly staff, management meetings Minutes from meetings Target setting session Actions plans Designated committees (meetings)
February	Weekly staff, management meetings Minutes from meetings Target setting session Actions plans Designated committees (meetings)
March	Weekly staff, management meetings Minutes from meetings Target setting session Actions plans Designated committees (meetings)
April	Weekly staff, management meetings Minutes from meetings Target setting session Actions plans Designated committees (meetings)
May	Weekly staff, management meetings Minutes from meetings Target setting session Actions plans Designated committees (meetings)
June	Weekly staff, management meetings Minutes from meetings Target setting session Actions plans Designated committees (meetings)