

PROFESSIONAL DEVELOPMENT BURSARY PROGRAMME

STEM PROGRAMME FOR 2010 -2011

Building Dynamic Professional Communities

Information for Principals

STEM BURSARIES

Application period: 11 January – 1 March 2010

Activity period: 5 April 2010 – 1 March 2011

GENERAL TEACHING COUNCIL FOR NORTHERN IRELAND January 2010

INTRODUCTION

The purpose of the GTCNI Bursary Programme is to provide financial support for individual teachers wishing to undertake individualised professional development activities that a school or ELB would not normally fund. This will include teachers who are developing innovative approaches in the classroom in response to the learning needs of their pupils. In this year's bursary programme, the Council will be administering a small-scale STEM funding stream on behalf of the Department of Education. **There will be no non STEM funding available.** As in previous years, the STEM funding places on CPD activities which enhance teaching and learning. The programme will require teachers, who obtain a bursary, to share their new professional competences and expertise with other teachers and to complete and submit a report which will be published on the GTCNI website. **In this year's programme the bursary awards will be restricted to individual teachers**

The bursary essentially provides financial support to cover the costs incurred by the teacher or by the school in facilitating the teacher participation in the programme. For example, the bursary may be used for conference / training workshop fees, reasonable travel and subsistence (within the UK/Republic of Ireland), or providing substitute cover to enable the teacher to be away from school to undertake professional development activities. **As funding is limited, it is envisaged that individual bursaries may be limited to one per school if more than one application is received from an individual school.**

GTCNI recognises the pivotal role that principals and the members of the senior management team play in promoting an atmosphere of continuing professional development within schools. The Council is therefore seeking the co-operation of principals and senior managers in assuring the quality and appropriateness of applications, claims and final reports made by teachers working in their schools.

GUIDANCE

In submitting an application for funding within the bursary programme, the teacher must secure the support of his / her principal, who should sign the declaration.

"I declare that I have read the application and support the above application for a Professional Development Bursary in accordance with the conditions outlined by GTCNI". (See individual application form - Appendix 1, no.19)

(Applications from principals must be signed by the Chair of Governors)

In making an application, a teacher will have to provide details of the following:

- the rationale for the professional development activity indicating how the need was identified and the knowledge and skills the teacher is hoping to gain;
- details of the professional development activity;
- details of the expected outcomes or benefits of the activity for the teacher in terms of professional practice, the school and the pupils;
- details of how the outcomes of the professional development activity will be evaluated and;
- the plan to share the outcomes of the professional development activity with colleagues and the wider teaching community in Northern Ireland.

The Council requests that, before signing the application form, the principal is satisfied that the applicant has adequately addressed all of the sections of the application form.

It should be noted that if the application is successful, the Council will only fund professional development activities agreed in writing with the applicant by the Council.

Competing Priorities

The Council recognises that there may be instances where several teachers from within the same school may wish to apply for individual funding under the bursary programme. As noted earlier, the Council is anxious to distribute funding across as many schools as possible. The Council would therefore hope that the personnel involved would arrive at a consensus as to a priority application. However, in a situation where this is not feasible, the Council will apply the criteria and will select a recipient(s) for the bursary.

As outlined previously, it is envisaged that individual bursaries may be limited to one per school. Once an application is supported and signed by the principal, the school has a commitment to ensure that the professional development activity takes place within the specified timescale.

Completion of Professional Development Activity

On completion of a professional development activity, the teacher will be required to submit the following:

- a financial claim, **including all relevant invoices**;
- a completed teacher cover form, where appropriate;
- a final report of the work undertaken; and
- an electronic copy of the final report should be sent to GTCNI for publication on the GTCNI's website.

Making claims

All claims and reports must be returned within one month of completing the CPD activity. Interim claims to cover substitute teacher cost will be paid on an exceptional basis. Applicants who are awarded a bursary will receive the necessary claims forms. The application period for the STEM funding runs from Monday 11 January 2010 until Monday the 1 March 2010. The activity period for the professional development activities runs from 5 April 2010 until 1 March 2011. All funding claims form must be received by Monday 1 March 2011.

Requirements of final report

The final report should contain clear details on the following:

- the professional development activity undertaken, including how the need was identified;
- the outcomes in terms of improved practice by the teacher;
- the outcomes or benefits of the activity in terms of improvements in pupils' learning experiences;
- how the success of the professional development activity has been / will be evaluated ;
- how the experiences, skills and knowledge gained have been / will be shared with other teachers;
- reflection by the teacher on the value and effectiveness of the activity; and,
- future plans.

The Council will request that the principal signs a declaration confirming that the teacher has undertaken the GTCNI-funded professional development activity and completed a final report. In the case of principals, the declaration should be signed by the chair of governors. (Note for information only, at this stage, the Declaration Form attached.)

All applications must be received by GTCNI no later than 1 March 2010.

Many thanks for your assistance and co-operation.

FINAL REPORT

Declaration Form to be completed by principal

Name of teacher: _____

School: _____

The Council requests that the principal signs a declaration confirming that the teacher(s) has/have undertaken the GTCNI-funded professional development activity and completed a final report.

Requirements

The final report should contain clear details on the following:

- the professional development activity undertaken, including how the need was identified;
- the outcomes in terms of improved practice by the teacher;
- the outcomes or benefits of the activity in terms of improvements in pupils' learning experiences;
- how the success of the professional development activity has been / will be evaluated;
- how the experiences, skills and knowledge gained have been / will be shared with other teachers;
- reflection by the teacher on the value and effectiveness of the activity; and,
- future plans.

The Council requests principals not to sign the declaration if she/he is not satisfied that all of the above have been adequately addressed. Further clarification should be sought from the teacher or GTCNI before the declaration is signed.

Declaration by principal

(name of teacher) _____

has undertaken the GTCNI-funded professional development activity and completed a final report, which in my opinion, meets the requirements set out above.

Principal's (Chair of Governors`) name:

Signature:.....

Date:.....