

## Tools for Principals Supporting TLLP Projects

# TEACHER LEARNING AND LEADERSHIP PROGRAM

The Teacher Learning and Leadership Program (TLLP) is an excellent opportunity for experienced teachers to enhance their professionalism and skills, extend their learning and share their expertise with others.

The TLLP is a teacher-led and self-directed program with three goals:

- support teacher professional learning
- foster teacher leadership
- facilitate the sharing of exemplary practices with others for the broader benefit of Ontario's students

### **A TLLP project is excellent professional development!**

#### **Principals Supporting Teacher Leadership**

Your school is among a growing number in Ontario where members of your staff will be implementing TLLP projects. As the school principal, your encouragement and support are highly valuable to educators implementing a TLLP project.

Here are a few examples of how principals are able to support teachers in their work as TLLP participant(s):

- Meet with the TLLP team to build a shared understanding of the project's intended purpose, timelines, activities and to better understand the participant(s)' goals
- Link the TLLP team with other supports (e.g. at the board level or within the community)
- Support the TLLP teams in meeting project requirements and sharing information about important timelines (e.g. relating to board and business processes)

#### **Helping Teachers Work through Policies/Procedures/Protocols**

When transforming ideas into actions, it is important that TLLP participants are aware of the board policies, procedures and protocols that may impact the way they can carry out their projects. Depending on the scope of the TLLP project, these may include:

- Securing release time, including for teachers from other schools in the board, to participate in learning and sharing activities
- Claiming expenses tied to their projects (e.g. board travel and accommodation allowances)
- Policies on sharing and posting student work, pictures and names
- Purchasing procedures (e.g. for office supplies, resources and technology outlined in the TLLP project proposal)

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## Additional Effective Practices

Here are some additional ideas that will help you and your school community make the most out of the TLLP:

- **Highlight the work being done by the TLLP participants.** Many TLLP participants have told us how encouraging it is to receive a note or a comment from their principal recognizing their work, or seeing their work showcased in a school activity, newsletter, blog or school/board website.
- **Promote the TLLP to make connections!** Consider sharing news of the TLLP activities happening in your school with your Superintendent, School Council or Trustees at a board meeting. TLLP projects could also be linked with similar or complementary activities going on in the school and board, providing TLLP participants with further opportunities to share new knowledge. TLLP projects result in a great deal of learning and the expertise that is developed can go on to support further school activities (e.g. mentoring, SIP, PLCs, etc.).
- **Consider the Annual Learning Plan (ALP).** An effective ALP can be implemented as part of a learning focused and collaborative school culture, often used as a “living document” connected to the learning of students and the authentic professional learning goals of each teacher. Principals can recognize this professional approach to authentic learning by encouraging the TLLP participants to make their project a part of their ALP.
  - Consider linking the support you provide to the project with your Principal Performance Appraisal (PPA).

## TLLP Activities during the School Year

- **May 2018:** Participants attend the Leadership Skills for Classroom Teachers professional learning session
- **June 2018-June 2019:** Carry out the activities described in their project proposal (e.g. collaborate with team members and colleagues)
  - participate in online communities of practice
  - share their learning with colleagues
- **End of June 2019:** Complete the Participant Final Report Form
- **November 2019:** Attend the Sharing the Learning Summit to showcase their project and learn from other participants.

## Have Questions or Want to Learn More?

- The TLLP page on [TeachOntario](https://www.teachontario.ca) containing the TLLP Program Guidelines, FAQs and project timelines:  
<https://www.teachontario.ca/community/explore/tllppke>
- See examples of completed TLLP projects:  
<https://www.teachontario.ca/community/explore/teachontario-talks>
- Contact the ministry:
  - Email: [TLLP-PALPE@ontario.ca](mailto:TLLP-PALPE@ontario.ca)
  - Telephone: (416) 325-4339