

Staff Development Policy June 2014

Introduction

All staff are valued and recognized as the schools most important resource. Staff development is a process, which aims to increase the effectiveness of staff, both as individuals and team members. It assists with development of knowledge and skills, which will have a direct benefit to students. It also encourages job satisfaction, motivation, personal achievement and career development. Appropriate staff development supports the schools aims and improvement plan and has a positive impact on the overall effectiveness of the school.

Staff Development Programme

The staff development programme is driven by the School Improvement Plan and is delivered by the following means:

- Staff Development Days per year
- Weekly staff meetings
- Staff Briefings
- Early morning training sessions
- Class team meetings
- Termly professional development time for teaching staff
- External courses

A range of teaching and support staff, as well as members of the Multi Disciplinary Team (MDT) lead in house training. A number of school staff are trainers in Moving and Handling and Team Teach. These staff are also able to offer advice and training to other local schools.

Staff Meeting

Staff meetings are held on a weekly basis and include a wide range of staff development opportunities. Teaching staff HLTAs and TSAs are expected to attend as part of their terms and conditions. Non-teaching staff are welcome to attend meetings and participate in the full range of training offered. The programme is detailed in the termly information pack. Minutes of the meetings are kept in a folder in the staff room and a copy circulated to each class.

Staff development events and activities are entered in the diary in the General Office and daily information is displayed on the staff information board.

Induction Programme for New Staff

All new staff are offered an extensive induction programme tailored to their individual needs and experience. The staff development coordinator, the Advanced Skills Teacher and other key staff deliver the programme. Both in house and external providers deliver training where appropriate.

Requests for unpaid leave to attend accredited courses

The school is willing to consider requests for leave to attend accredited courses during term time. Staff should apply in writing to the headteacher giving course details, the dates and timings of the course and explaining the benefit to the school. When making a decision the following criteria will be taken into account:

- high level of demonstrated benefit to the school

- some benefit to the school
- development that is principally about personal development/interest, where there is little or no direct benefit to the school

The level of impact the absence will have on the students and other staff will also be taken into account.

The school can agree to leave for a maximum of three staff at any one time. Granting permission to larger numbers of staff would have a negative impact on the running of the school. Our prime responsibility is to deliver the curriculum with sufficient experienced staff. We are unable to fulfill this responsibility if large numbers of staff are out of school. If leave is agreed and it is to be taken over a period of time the contract of employment will be changed to part- time for the duration of the course.

Requests for financial assistance to fund a course

The governing body is prepared to consider assisting up to 3 staff in any financial year with the funding of courses. To enable them to make a decision the headteacher will be asked to comment on the benefits of a proposed course or qualification taking into account the following criteria:

- high level of demonstrated benefit to the school
- some benefit to the school
- development that is principally about personal development/interest, where there is little or no direct benefit to the school

They will also be asked to comment on the member of staffs attendance and level of commitment to the ethos and practices of the school.

The maximum amount of funding available per person will be £200.

If a member of staff leaves employment (through resignation or a dismissal which is not due to the staff member’s post being made redundant) during the course or if they fail to complete the course the full cost of the funding will be required to be repaid if a member of staff leaves employment within 12 months of the completed course repayment will be calculated as 12 monthly installments, reducing by one twelfth in respect of each calendar month completed from the end of the study year (Example: An individual who completes a course in May and then leaves in October will be required to repay seven twelfths of the cost)

Following the course staff will be required to give an information talk or presentation to colleagues on the outcomes of their course and how the school has benefited from their learning.

Staff should apply in writing to the headteacher giving details of the course and benefits to the school.

June 2014

Signed: _____ Chair of Governors

Date: _____