



Clarendon Primary School & Children's Centre

Staff Development Policy

Staff Development is designed to improve the quality of education of pupils by identifying the professional development needs of staff, within the context of the School Development Plan. Through school development planning the emphasis for development is on meeting the identified needs of learning and teaching and ultimately pupil achievement. Through job profiling/performance management the emphasis is on individual training and development needs, ensuring these are also in line with School Development and Self Evaluation. The School Development Plan/Job Profiles/Performance Management objectives help to identify both whole school and individual needs and implements these needs through In-service training and courses.

Our Aims

- To enhance the quality of education for our children through improved development opportunities for all the staff.
- To recognise and employ staff strengths in seeking and supporting the best teaching practices.
- To identify staff needs for professional development.
- To provide experience and guidance which will contribute to career development.
- To make professional development a right and duty of all staff and the responsibility of management and the LA.
- To create the most favourable climate for ensuring the continuance of development opportunities.
- To increase morale and job satisfaction for all the staff.
- To ensure all staff have a work/life balance.

Responsibility for Staff Development

Staff Development is the responsibility of the Senior Leadership Team. The responsibility of the SMT is to develop a programme of INSET to meet whole school needs and staff individual needs. All staff have a personal responsibility to identify their own training needs.

Needs Identification

The Senior Management Team use a variety of different means to identify the whole school and staff needs -

- Performance Management objectives
- Evaluation of all Inset Training
- School Development Plan
- Job Profiles
- Local and National priority areas.

Dissemination of Information

- Training is a regular agenda item at Staff, Senior Leadership Team, SEN and SMT/Admin meetings, giving staff the opportunity to disseminate information to colleagues. Staff who attend a training course are to report back to their Line Manager and where appropriate make a presentation to the staff at a Staff, SEN or SMT/Admin meeting.

Professional Development Profiles

- For all external INSET training activities staff are asked to complete an evaluation form to identify the main objective of the training opportunity. The form needs to be completed after training to identify how the training will be implemented in the school and after six months to evaluate impact.

Induction of new staff

Staff new to the school will be offered a programme of induction and support.

- The opportunity to visit the school prior to their taking up post, to meet colleagues.
- Information from the school - staff handbook, relevant curriculum documents, policies and schemes of work.
- Information relating to children for whom staff would have responsibility.
- Opportunities, at regular intervals to discuss with their Line Managers, any problems, difficulties etc.
- The SMT will ensure that they follow the Induction Programme with all new members of staff

Induction of Newly Qualified Teachers

Newly Qualified Teachers will have the opportunity:

- To seek help and guidance from a nominated mentor.
- To have some of their teaching observed, to receive prompt feedback and to receive advice where necessary.
- To attend LA meetings and courses for NQTs.
- Have the opportunity, where appropriate, to observe other colleagues in and out of school.

Governor Training

- Where appropriate, Governors are invited to joining staff for INSET days and for other training opportunities.
- In addition to this, all Governors have access, supported by the Standards Fund to:

Induction through County Programme for New Governors
Training through County courses.
INSET as part of the School Development Plan

- N.B. The term 'staff' in this document refers to all staff, i.e. teaching staff, SENCO, classroom support staff, administration staff, dinner supervisors and the site manager

Review

Date discussed by staff:	Spring term 2014
Date reviewed by governing body:	Spring term 2014
Date due for review:	Spring term 2017