

SHEFFIELD FAMILY OF CATHOLIC SCHOOLS & OUR LADY UMBRELLA TRUST

STAFF DEVELOPMENT POLICY

This policy needs to be read and reviewed in conjunction with the Reasonable Adjustment Policy and Equality Duty.

The third aim of our Mission Statement states that we will enable all members of the school community to realise their potential. We believe that staff development is central to the pursuit of quality in order to promote excellence for teams and for individuals both in personal and professional performance. Staff development, therefore, will aim to support staff with national, local and school educational initiatives. It will be available to all members of staff, both teaching and non-teaching, and will be based on a careful assessment of their needs and the needs of the school. This will include training for staff for whom disability becomes an impediment to their performance.

The staff development programme will be managed systematically, linked to performance management and development activities will be balanced, relevant and coherent, employing the best knowledge we have of effective in-service learning.

The school acknowledges the prime importance of investing in training and developing its staff and will make every effort to fund this area of school life.

1. AIMS

- 1.1. To raise the quality of teachers' and non-teachers' professional knowledge, skills and attitudes.
- 1.2. To raise standards and improve the quality of pupil learning.
- 1.3. To enhance personal development.
- 1.4. To support departmental aims.
- 1.5. To support the School Development Plan.
- 1.6. To give equal opportunity for staff development to all groups of staff.

2. OBJECTIVES

- 2.1. All staff, teaching and non-teaching, have an entitlement to participate in staff development. To facilitate this, each manager will carry out an audit as part of the performance management process of their staff yearly to assess perceived needs in order to plan development.
- 2.2. Each manager's job description carries an element of staff development responsibility. From the above audit and the manager's knowledge of departmental /school aims, an assessment of appropriate needs will be made.

- 2.3. All staff are entitled to follow-up support from their line manager for the implementation and evaluation of training. Staff are expected, whenever possible, to implement what they have learned and to disseminate it to colleagues so that the learning experiences generated can benefit children both inside and outside the classroom.
- 2.4. To allow staff to acquire the necessary knowledge, skills, attitudes and experience to help them to perform their duties in an effective and efficient manner and provide career development opportunities which meet the needs of the school while taking into account the interests of individuals.
- 2.5. The programme for staff development will be co-ordinated by the senior manager responsible and will be based on an analysis of information from:
 - 2.5.1. performance management targets (negotiated with areas as appropriate),
 - 2.5.2. department/team audits and reviews (School Development Plan),
 - 2.5.3. discussions with staff,
 - 2.5.4. whole school review,
 - 2.5.5. inspections of the school,
- 2.6. The programme of staff development will not simply include the traditional 'off-site' course. Staff development is defined in the widest sense possible from staff teaching others to co-operative work in teams or in classrooms with students.
- 2.7. For all staff development activities:
 - 2.7.1. Aims and anticipated outcomes will be identified in advance.
 - 2.7.2. Feedback from participants will be collected and analysed immediately afterwards by line manager in order that staff development is put to the best possible use.
 - 2.7.3. A review of the implementation of training by line manager will take place at an appropriate time afterwards.
- 2.8. The staff development programme will strive to maintain a balance between individual, team and whole-school needs and will encourage a balance of types of activity in order to minimise disruption to students.
- 2.9. The senior manager in charge of staff development will keep a record of all staff development activities undertaken by staff to help build up:
 - 2.9.1. personal development files, and
 - 2.9.2. profiles of team/department/school development.

3. AWARD BEARING COURSES

Staff enrolling on an award bearing course e.g. a degree, diploma, can apply for the school to pay 50% of the cost of the fees. Before making a decision on funding, the school will consider whether there is sufficient capacity in the staff development budget to support the request and how relevant the course is to the applicant's job. In cases of an award that takes more than one academic year to complete, funding will be reviewed on an annual basis. If a member of staff has been supported to complete a course but leaves their post within a year of its completion, they will be asked to refund the 50% contribution made by the school.

The school is not in a position to give paid time off work on a weekly or regular basis in order for academic study to be undertaken.

If time off work may be necessary, this will have to be negotiated beforehand. If it is agreed, this will come under the unpaid Leave of Absence Policy.

Review Date: May 2016

Next review: May 2019

Review Mechanism: Our Lady Umbrella Trust

TRAINING COURSE APPLICATION FORM

Once completed please submit this form to your line manager with a cover request form (teaching staff only) and course booking form from the provider (if available)

Name: _____

Date of Application: _____

Department: _____

Date(s) of training: _____

Name of Course: _____

Organising Body: _____

Venue: _____

Course Fee: _____

Travel Costs: _____

Length of Course: _____ Number of hours of cover
required: _____

Other Costs: _____

Special requirements
e.g. dietary, access,
etc. _____

Give details of how this will support:

Your Personal Development: _____

Your Departmental Development Plan: _____

The School Development Plan: _____

What targets do you expect to address afterwards?

1. _____

2. _____

3. _____

Approved by Line
Manager _____

IF APPROVED YOU WILL RECEIVE CONFIRMATION.