

BISHOP WORDSWORTH'S SCHOOL

STAFF DEVELOPMENT POLICY

Note: *Is to', 'are to' and 'must' are obligatory. 'Should' is not obligatory but is best practice and is to be adhered to unless non-compliance can be justified.*

POLICY

1. The teaching and support staffs are the most important resources that Bishop Wordsworth's School (the School) has. The Governors recognise this and seek to promote an environment in which all staff are valued and receive proper recognition for their work and contribution to School life.
2. The Governors seek to offer training and support to staff, both collectively and individually, to enhance their professional development, to increase their sense of worth and to enrich the staffing resources of the School by improving performance and extending competence.
3. The Governors further recognise the need to support all members of staff with regard to their long term career development.
4. The implementation of this Policy is to take account of the priorities identified in the School Development Plan and the principles underlying the Staffing and Pay Policy.
5. The importance of the principle of staff development is recognised in the School Development Plan, the Appraisal Scheme and through the appointment of a Staff Development and Appraisal Co-ordinator with overall responsibility for INSET needs and the Appraisal Scheme.

PROCEDURE

6. Individual staff training needs are identified through the teachers' Appraisal Scheme, the provision for Newly Qualified Teachers, the Support Staff Appraisal Scheme and the priorities established in the School Development Plan.
7. Whole staff training needs are identified as part of the annual planning cycle by the Head and Assistant Head (CPD) working with the Leadership Team and calling upon any appropriate evaluation reports and other relevant material. The training needs are then included as targets in the Staff Development Plan which is prepared (by the Assistant Head (CPD)) and reviewed annually by the Leadership Team and Governors.
8. The Head may offer an annual CPD post for a member of the teaching staff who will work on a specific project over a twelve month period.
9. The Staff Development Budget is to be managed by the Bursar and the Assistant Head (CPD).
10. At least four days each year are to be designated for whole staff training. The Assistant Head (CPD), working to the agreed training requirements, is responsible

for the arrangements. A fifth training day equivalent is to be devoted to after-school departmental, pastoral and other meetings.

11. Individual staff may apply for courses etc. following the procedure outlined in Annex A.

12. Additional support and training as required are to be provided for members of staff new to the School.

MONITORING

13. This Policy is monitored by the Assistant Head (CPD) working with the Bursar.

EVALUATION

14. This Policy is evaluated and reviewed annually by the Governors' Staffing Committee who require a report from the Assistant Head (CPD).

15. This Policy was amended and adopted by Governors on 21 June 1995 and reviewed on: (dates in (...) indicate no change) 18.6.96, 17.6.97, 17.6.98, 9.12.98, 29.6.99, 21.6.00, 6.6.01, 2.7.02, 1.7.03, 10.2.04, (8.2.05), 7.2.06, (6.3.07), 22.05.08, (7.07.09), 24.06.10, (13.06.11), (14.06.12) (11.04.13), 12.06.14, 02.07.15, 28.06.16, 20.06.17, 26.06.18, 25.06.19

Annex

A. Application Procedure for Staff to Attend Course and Conferences.

See also:

1. School Improvement Plan and Strategic Development Plan.
2. Staff Development Plan.
3. Teachers' Appraisal Policy and Scheme.
4. Support Staff Appraisal Policy.
5. Teachers' and Support Staff's Staffing and Pay Policy.
6. Equal Opportunities Policy.
7. Induction of New Staff Policy.
8. Policy on Staff Exchanges and Sabbaticals.
9. Pay Policy Annex G: Compassionate Leave and Unpaid Leave of Absence.
10. School calendar – gives details of Meetings Cycle.

**ANNEX A TO
STAFF DEVELOPMENT POLICY**

**APPLICATION PROCEDURE FOR STAFF TO ATTEND COURSES AND
CONFERENCES**

INTRODUCTION

1. This Procedure applies to individual members of the Teaching and Support Staff who wish to attend courses and conferences.

APPLICATION PROCEDURE

2. An application to attend an external In Service Training (INSET) course must be approved by the Head of Department (HoD) and/or Line Manager whether during the working day, at weekends or during holidays.

3. The applicant is to complete an INSET form, available from the Staff Development Folder on G-Drive (G-Drive → School Admin → Staff Info → Staff Development → CPD → Staff Training Forms → Application for Courses).

4. After completion by the applicant and signature by the HoD/ Line Manager, the form is to be passed to the Assistant Head (CPD). It must be accompanied by relevant documentation giving the following information: full details of the organiser and contact details, the cost of the INSET if not free and the likely travel expenses.

5. The relevant Finance Officer is to check availability (or confirm if the booking has already been made by the member of staff) upon receipt of the INSET form and accompanying documentation from the Assistant Head (CPD).

6. The Assistant Head (CPD) informs the Cover Manager for advanced notification of absence and the provision of cover.

7. It is also the responsibility of all members of staff to inform the relevant Finance Officer of any change to the application, such as over-subscription, changed dates or times, substitution by another member of staff or a cancellation for personal reasons. The Finance Officer is then to inform the Assistant Head (CPD) and the Administrative Officer for Supply Cover if necessary. Similarly, the Finance Officer is to inform applicants of any changes if so informed by INSET organisers.

8. Any fees for INSET are usually paid by the Finance Department upon receipt of invoices. Applicants are not to fund any advance payment personally except with the agreement of the Finance Department.