

# Staff Development Policy

## Staff Development Policy

### Rationale

At XXXXXXXX School our business is learning - for children, staff and governors. We strive to become a learning school through developing a culture of continuous improvement. Training and development will increase the effectiveness of all staff, governors and volunteers, both as individuals and team members, and so enable them to contribute to the schools vision and goals, and to fulfil its underpinning values and aims.

These are agreed by the whole school community and promoted throughout the school in classrooms, policies and practice.

### Aims

Our staff development process is designed to:

- contribute to improving the overall effectiveness of the school by raising pupil achievement, and meeting the needs of pupils, governors, parents and the wider community.
- ensure job satisfaction, personal achievement, individual and team effort, thus providing for personal and professional advancement within the school or outside it.
- improve and develop teaching, management and other job related skills in the context of changing educational needs and external demands.
- build positive and constructive co-operation between governors, parents and staff across all functions of the school.
- ensure that all staff are valued and recognised as the school's most important resource.

### Objectives

In order to meet our aims it has been agreed that:

1. The process of Performance Management will take place on a regular cycle and will include all staff as follows:
  - The teaching staff, Caretaker and School Business Manager individually with the Headteacher.

- The Learning Support Assistants individually with the Deputy Head and Headteacher.
  - The Lunchtime Supervisors as a group with the Deputy Head.
  - The Admin Assistant individually with the School Business Manager.
  - The After School Club Leading Supervisor individually with the School Business Manager.
  - The governors through their regular meetings where training will be a regular agenda item. The Headteacher is the coordinator for governor training.
  - The volunteer parent readers through annual meetings with the Headteacher.
  - The Headteacher through Performance Management with the governors.
2. Job descriptions will be regularly reviewed and negotiated as part of the Performance Management process for all staff employed directly by the school. These will be kept with individual staff records in the school office.
  3. The role of Staff Development co-ordination will be shared jointly by the Head and Deputy Headteacher.
  4. Where appropriate staff development will be included as part of the School Development Plan.
  5. Individual training and development needs resulting from Performance Management will be catered for, where possible, but will be prioritized according to the School Development Plan and the school aims.
  6. Outside training is recorded in the staff training record which is maintained by the School Business Manager and the learning opportunity will be evaluated as part of Performance Management.
  7. Meetings will take place regularly with teaching staff, Learning Support Assistants, Lunchtime Supervisors, kitchen staff and Lunchtime Supervisors, governors and volunteer helpers. Minutes will be made available to all staff where appropriate. Informal meetings/discussions will take place on a regular basis with the Caretaker, School Business Manager and kitchen staff. (See the Communication Matrix for details.)

8. All new members of staff and governors will complete an induction programme specific to their needs and have an appointed mentor. Specific induction and support will be given to staff who change roles.
9. Staff and governors are encouraged to determine their own development needs in the context of school development aims and of National Standards.
10. All staff and governors will be encouraged to keep a record of their training and development in their Professional Development Record file or Governors Training Log.

These objectives are also actioned through other policies, documents and procedures, for example:

- The school staffing structure
- The Communication Matrix
- Staff handbooks
- Supply Teacher information
- Performance Management Policies
- Induction Policy
- The annual planner for Performance Management