



Greenvale School Staff Development Policy

**Signed: May 2021
Next Review date: May 2022**

Staff Development and Training Policy

Introduction

All staff are valued and recognised as the schools most important resource and as such we aim to provide training and development opportunities to enable them to do the best possible job.

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 and training schedule is driven by the School Improvement Plan and the safety requirements of the school. Staff development and training is delivered during:

- Staff Development Days 5 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 and HLTAs are expected to attend as part of their terms and conditions. The programme is detailed in the termly information pack. Minutes of the meetings are kept in the staff meeting folder in staff share on the school network

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 assistant heads and other key staff deliver the programme.

Requests for unpaid leave to attend accredited courses not directed by the school

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 details of the course, fees and the benefits to the school.

Staff should apply in writing to the headteacher giving details of the course, the dates and timings and explaining the benefit to the school.

When making a decision the following will be considered:

Does the course offer?

- a high level of demonstrated benefit to the school
- some benefit to the school
- no direct benefit to the school.eg personal interest or development

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 not directed by the school

The governing body is prepared to consider assisting up to 3 staff in any academic year with the funding of courses to be completed outside of school time. 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:

Does the course offer?

- a high level of demonstrated benefit to the school
- some benefit to the school
- no direct benefit to the school e.g. personal interest or development

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

The maximum amount of funding available per person Up to 50% of the total cost of the course to a maximum total of £1000.

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, fees and the benefits to the school.

Signed: Agreed remotely COVID

Date: 27th May 2021