

STAFF DEVELOPMENT POLICY

AIM / PURPOSE

The aim of the policy is;

1. To provide continuing professional development to teachers, non-teaching staff and student teachers.
2. To encourage individual staff to plan their careers and to identify and take advantage of career opportunities.
3. To clarify the staff's awareness of the school's philosophy, aims and objectives.
4. Through the above, to improve the education of the pupils.

GENERAL PRINCIPLES

It is part of the job description of the Head, the Leadership Team and all staff with responsibility for colleagues that they help to develop the professional knowledge, skills and aspirations of individual staff within their areas of responsibility. The Deputy Head (Staff Support) has specific delegated responsibility for staff development.

STAFF DEVELOPMENT AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

◆ Whole School:

Staff Meetings / Conferences

A structure of staff meetings exists, the aim of which is to clarify school aims and policy. A full staff meeting is held twice per term, and this highlights issues seen by the Head as relevant to current and future developments. It may also incorporate ideas and matters raised by any member of staff or through the Leadership Team.

INSET Days

These are organised either for whole staff, departments or interest groups and will usually reflect the priorities from the School Development Plan.

"Twilight" Sessions

Where an INSET day is broken up to facilitate three, after school meetings, each of two-hour duration.

◆ In-Service Training for Specific Groups:

Departments

Heads of Subjects encourage the development of their team's teaching and academic skills by a variety of means. These could include co-operation in the planning of courses, encouraging attendance at in-service courses, arranging visits to other schools and by developing mutual lesson observation and analysis. Subject Leaders also organise regular departmental meetings.

In particular Subject Leaders will have specific responsibility for newly-qualified and student teachers and will be closely involved in the induction and progress of newly-qualified teachers.

Year Groups

Year Leaders encourage the development of their team's pastoral skills and will organise or be involved in:

- a) Regular tutor meetings

- b) Occasional school-focused courses as the need is identified

Newly-Qualified Teachers and Staff New to the School

The Deputy Head (Staff Support) organises an induction programme in two parts:

- a) A weekend residential
- b) Pre-school induction meetings
- c) A regular series of meetings throughout the autumn and spring terms to introduce staff to the organisational structure of the school and to provide a forum for discussion of problems arising in the first year of teaching
- d) A copy of the current Staff Handbook is given to all newly appointed staff. The Handbook is reviewed annually.

Management INSET

Half-termly meetings of Heads of Subject with the Director of Studies and Curriculum Deputy discussing and reviewing the work of each subject and the professional development of staff.

INSET for Interest Groups

INSET can take place when an interest group is identified. A recent example of this is the Code of Conduct.

- ◆ Individual Opportunities:

External Course

These are publicised on the course notice board in the staff room, by email, via the staff bulletin, individual pigeonholes, Heads of Subject and by Deputy Heads. They range from full-time and part-time degree and further degree courses through week-long residential courses such as those organised by the Department of Education and Science to meetings organised by the L.A. To apply for courses operating on school days relevant forms are available from the Deputy Head (Staff Support).

Secondments

Secondment opportunities are offered by the L.A. for eligible teachers. DfES long courses, university post-graduate study and one-term full-time attachment for in-service study are available for seconded teachers. When assessing such applications, the Deputy Head will advise the Head on the impact of extended absence and, at all times, the effect on the education of the students will be taken into account.

Available Literature

- a) Staff Library. There is a selection of books and publications in the LRB.
- b) Departments' specific, professional literature.
- c) Staff Handbook – issued to all staff annually.

MONITORING & EVALUATION

Feedback is welcomed from staff and such opinions will be collated by the Deputy Head and discussed by the Leadership Team and Head.

Changes to the policy will be the responsibility of the Governors' Personnel Committee.