

# St Andrew's CE Primary School



## Staff Development Policy

Reviewed: Summer 2023

Next review: Summer 2024

## STAFF DEVELOPMENT POLICY

***Every Child A Champion in Their Own Right. Matthew 5.16 - "Let Your Light Shine."***

### AIM:

- *To fulfil the school's organisational and curricular needs, give flexibility to adapt to change and allow staff to prepare for present and future career needs.*
  
- To enable this to happen management will:
  - encourage good professional relationships at all levels;
  - be aware of future needs of all staff;
  - support all staff as they move along their chosen career paths;
  - endeavour to develop individual self-esteem;
  - analyse the present situation, have an awareness of the possibilities and resources available and to pull these together into an efficient programme which will enable all staff to meet their aspirations.
  
- Staff development will link to long term plans/targets for Curriculum Development and priorities will be driven by the subject priority areas as given in the Annual School Development Plan.
  
- On-going issues for staff development will include Special Needs, Assessment (including planning and plotting achievement) and Church School Issues.
  
- Regular evaluation will be seen as vital in order to inform.
  
- Regular consultation meetings will help to:
  - confirm our philosophy - including aims;
  - evaluate our use of National Curriculum guidelines; • monitor resources and organise them for effective strategies:
  - target key skills which staff need to develop.
  
- Management will share and explain its proposals and encourage the use of the advisory service and Curriculum support teachers.
  
- St Andrew's has a 'whole school involvement' policy with all information on issues and new initiatives being disseminated amongst staff for discussion, explanation and opportunity for feedback. Action Plans are then devised as a staff or between subject leader/team and Head after careful consideration of targets, timescale, resource implications and performance indicators.
  
- A progressive school committed to providing a quality education for its children needs to ensure that a "facility for change" exists within its curriculum and management structure. Consequently we must endeavour individually, in year groups, and as a whole staff to constantly evaluate our own performance and to adapt modern trends, ideas and initiatives TO SUIT OUR OWN NEEDS HERE AT ST. ANDREW'S - with due consideration given to pace and time, consideration being taken of the needs of our pupils, our colleagues, our school and our governors and our community.

- In this, the need to review and evaluate, at regular meetings, such issues as resources, classroom organisation, management structure, teaching style, assessment issues: Planning, record keeping and policy updates and curriculum development should figure foremost in our plans - See 5 Year Development Plan for priorities.
- We are each responsible for sharing our skills, expertise, being alert to relevant courses, and for looking for advice from outside agencies which may be useful to our professional development.
- Staff returning from courses will be expected to disseminate information to their colleagues and to give opportunity in a staff meeting or workshop for professional debate on the issue at hand.
- Procedures for going on courses:
  1. List of forthcoming courses in staffroom file or with SLT. Individual course notices may be placed in pigeon holes for specific members of staff if appropriate.
  2. If you have an interest in a particular course - check the 'closing date' and then the date of the course with other events that may be going on in school.
  3. Discuss the course with the Headteacher who has an overall view of priorities/finance etc.
  4. If the decision is to go ahead then collect the appropriate form from the Staff development co-ordinator and after the Headteacher has signed the form copies are required by Staff development co-ordinator/Office/yourself.
  5. After acceptance on course Office will record the details on the appropriate budget lines
  6. All staff, on return to school, will disseminate information collected from the course to colleagues at appropriate meetings.
  7. A record of CPD undertaken will be placed in the file kept by one of the Assistant Heads.

Performance Management – this policy is reviewed each Summer Term. A working party monitors progress and procedures. All members of staff are treated as 'leaders' from the first day they come to St Andrew's: of their classrooms, pupils and areas of responsibility. Developing staff skills and helping to fulfil professional ambition is central to our Staff Development Policy.

*This Policy will be reviewed annually, in the Summer Term.*