



Bringing out the Best in Everyone"

**Buckinghamshire Council /  
Pebble Brook School**

**Staff Development Policy**

Signed \_\_\_\_\_ dated \_\_\_\_\_  
Chair of Governors

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## **1. Introduction**

All staff should have access to a range of development and training opportunities which have been planned as a response to the needs which they have identified and also the needs of the school. There should, therefore, be a systematic development of skills for aspects of teaching, care, support and management, through a planned programme of experiences, coupled with the continuous review of existing job functions.

It is recognised that in addition to the planned training activities, development opportunities may arise during the life of a School Plan which were not available when the plan was written. Staff will not be precluded from taking advantage of these activities, provided they meet with the needs of the school.

## **2. Aim**

The aim is to provide a training strategy and programme which helps to prepare and equip staff to do their job, through a systematic and coherent series of opportunities. This should include activities which integrate the needs of the individual with those of the school in order to improve the quality of both teaching and learning and present opportunities for personal development.

## **3. Purpose**

- To review regularly and systematically with staff their development needs.
- To facilitate the provision of appropriate development opportunities in order to meet the needs identified and the objectives agreed.
- To facilitate the preparation and implementation of an annual Staff Development Plan.
- To provide opportunities to share experiences and expertise through in-school training, shared teaching and planning experiences in order to widen the skills of staff.
- To train staff for current roles and for positions which they may apply for in the future.
- To provide entitlement training for all new post holders.
- To develop each member of staff's skills, knowledge and understanding in order to broaden the base of skills in the school.

## 4. Objectives

To achieve these purposes, the following guidelines will apply:

- Members of staff will each be allocated a Line Manager or team leader.
- All staff will be provided with a job description that identifies their role.
- Each member of staff will undergo a regular professional development interview (appraisal).
- The regular appraisal review will determine to what extent each member of staff has been able to fulfil the demands of the job description and identify areas for further professional development.
- The management tasks of senior staff will be reviewed regularly to ensure that roles are co-ordinated.
- The identified targets for development will be recorded and given an appropriate timescale in which to be met.
- The regular review of all staff will follow a set of established procedures.
- All staff will have a completed record of relevant experience, expertise, achievements and in-service training which will be contained in a professional development record or portfolio.
- All staff will be consulted regularly about their perceived development needs.
- An appropriate organisational structure will be provided, along with a designated person to manage the process of needs identification, objective / target setting and prioritising, resource allocation and the implementation, evaluation and review of the development programme.
- An annual Staff Development Programme will be negotiated and published as a result of the priorities identified in the School Development Plan.
- A programme of training activities will be provided either in-house or through external provision which meets identified needs and targets.
- An appropriate level of financial resourcing, support and guidance will be allocated. Consideration of individual training requests which require higher levels of funding will be undertaken by the Headteacher, in conjunction with the Governing Board.
- An annual review of outcomes of development undertaken by staff will be produced.

## **5. Recording**

The school has a simple recording system which keeps note of staff development targets and development opportunities undertaken. A summary of activities undertaken should be shared with staff and Governors.

## **6. Policy into Practice**

The school recognises that most development opportunities are not provided by external courses but may well be provided by other members of staff on school premises. Training and development is an integral part of the process of teaching and learning, support, care and management and, for the most part, takes place on the job and through the job.

## **7. Development Needs**

Development needs are highlighted through several different procedures:

- Initial training needs are discussed at the induction interview.
- Subject Co-ordinators are responsible for the subject-linked development of their department.
- Training needs are highlighted through the Area Plan for that department or group.
- Individual development needs are discussed at the annual professional development interview (appraisal).
- Whole school needs are highlighted in the School Development Plan.

The system is flexible enough to take account of training opportunities which arise during the year and the Headteacher and Deputy Headteacher are always willing to discuss training opportunities with individuals or groups.

There are 5 school development days taken throughout the year at varying times. These are directed time activities which relate to the School Development Plan. Any member of staff who attends these activities outside their contracted hours or directed time will be remunerated for doing so.

How to apply:

- Members of staff wishing to apply for training opportunities should complete the appropriate application form (blue CPD sheet), the front page and first two sections of the back, and forward this to the Headteacher. Applications should be directly linked to school, departmental or individual development targets.

- The application will then be sent off by the Office Manager. On receipt of confirmation of a place, members of staff should confirm their ongoing need for cover with the Deputy Headteacher.
- If there has been no confirmation, then it is the responsibility of the member of staff to contact the appropriate bodies to confirm that a place has been reserved for them and then to confirm the outcome with the Deputy Headteacher.

Staff are responsible for the completion of CPD evaluation sheets (reverse of blue form) which should be collected from the Office Manager on completion of the course. Staff are also responsible for feeding back to the whole school or other appropriate groups. A review of the effectiveness of training will take place as part of the professional development interview (appraisal).

Completed records should be returned to the Office Manager who will keep a central record.