



Policy No: 35. Staff - Continuing Professional Development Policy

Coordinator	Executive Operations Manager
Review Frequency	Annually
Policy First Issued	2014
Last Reviewed	Autumn Term 2016
Date policy considered by External HR Consultant	N/A
Date policy considered by External Solicitor	N/A
Agreed by Governors and adopted on	Due to be approved Jan 2018
Does this policy need to be agreed by Governors? If yes, which committee	Yes, Board of Governors
Due for Review	Autumn Term 2017
This policy is communicated by the following means:	
Governors	Governor consultation by email when policy reviewed and agreement
Staff	Policy folders on staff shared drive and in-house training
Parents	Academy website, Parent Evenings
Students	Academy website, assemblies, in lessons

Staff - Continuing Professional Development (CPD) Policy

Introduction

We recognize that professional development is integral to the success of the UTC and that this is supported by the investment we make in our staff. All staff make a commitment to continue to reflect and seek to improve on our everyday practices.

The CPD programme is developed as an integral part of our self-evaluation and improvement processes and is incorporated into the UTC development plan. It reflects the strategic objectives of the UTC rigorous and the needs of individual staff.

The CPD programme offers opportunity for staff to meet and evidence the teacher standards as well as the experience to progress in ways that will enable them to develop the required skills and knowledge to secure future roles.

The CPD programme ensures all deliverers are quality assured and provides appropriate opportunities for staff to become trainers and coach others on a regular.

Purpose

The purpose of this policy is to:

- To ensure the appropriate safeguarding of students
- To ensure that the UTC meets all necessary health & safety regulations
- To enable achievement of the UTC's Vision
- To improve the quality of Teaching and Learning
- To provide opportunities for career development
- To increase job satisfaction

Application of the Policy

This policy applies to all staff on a contract of at least one term

Delivery of CPD

The aims of our CPD are achieved through:

- An induction programme for all new staff
- Programme for newly qualified teachers
- In-house training
- External training courses
- Study
- E-learning
- Mentoring
- Lesson Observations

Staff - Continuing Professional Development (CPD) Policy

- Performance Management

Induction

Induction is provided for all new staff. This provides an introduction to our vision, values and ethos. It outlines a range of our key policies and procedures. It provides some initial training in areas relevant to the post. It defines how and where staff can seek support and advice.

Annual Staff Conference

The UTC will hold a two-day annual staff conference in September to focus on the strategic objectives from the development plan and their implementation, together with any mandatory safeguarding requirements.

Newly Qualified Teachers

A programme for Newly Qualified Teachers (NQTs) is provided for the full duration of their NQT year. This includes mentoring meetings to offer support and clarify roles, systems and procedures, lesson observations and other training in key areas of teaching & learning.

Other programmes to meet the needs of specific groups of staff will be developed as the UTC grows and common needs of groups of staff are identified.

In Service Training (INSET)

In Service Training (INSET) Training opportunities are provided for all staff. This will take a number of forms

In-house training programme – a monthly programme of twilight training is organized on a 4 weekly cycle and focuses on key priorities in the UTC development Plan. Attendance at all in-house training courses is logged and added to staff CPD records.

External training courses - these often provide specific support for professional development when implementing changes in statutory requirements, changes to examination requirements, or pedagogical developments etc. More extensive opportunities for development in areas such as leadership may be led by an external provider. Any member of staff wishing to attend an external course that requires funding, or takes place during working hours must apply for permission to the senior leader with responsibility for CPD.

Some in-house and external training opportunities will be developed with partner

Staff - Continuing Professional Development (CPD) Policy

organisations, including The Aldridge Foundation, partner schools and the University of Brighton.

Personal study and e-learning – all staff are encouraged to further their own professional development independently as well as through UTC lead activities. It is recognized and appreciated that most staff do this regularly.

Record of CPD

A record of each member of staff's UTC organized CPD will be maintained by the Senior Leader responsible for CPD.

Mentoring Meetings

Mentoring meetings take place at least once every four weeks for all staff, more frequently for members of staff in leadership roles. All meetings are minuted by the mentor. These meetings provide a structured but informal opportunity to reflect on individual member of staff's role and responsibilities. Ensuring that the member of staff is able to access CPD in order to fulfill these responsibilities and contribute effectively towards achieving the College's vision is an important part of every meeting. All staff are expected to play an active role in their own professional development, with the support of their mentor and/or line manager. Specific performance management targets will be reviewed at least once a term these meetings

Performance management

Each member of staff takes part in an annual Performance Management Review. The purpose of the review is to reflect on work done in the previous year and set targets for the coming year. These targets dovetail with The UTC Development Plan (and for teachers these will include at least one target related to raising student attainment). CPD that has been undertaken in the previous year is reviewed and future CPD needs are established as part of this review process. Identified needs are communicated to the Senior Leader responsible for CPD.

Evaluation and Feedback of Training

All training is evaluated with ideas for good practice being disseminated to relevant parties.

Career Development and Progression

Staff considering promotion either inside or outside of The UTC are supported in this process. Line managers or a member of the SLT will do this by going through written applications and setting up mock interviews.

Review

This policy will be reviewed annually