

BEBINGTON HIGH SPORTS COLLEGE

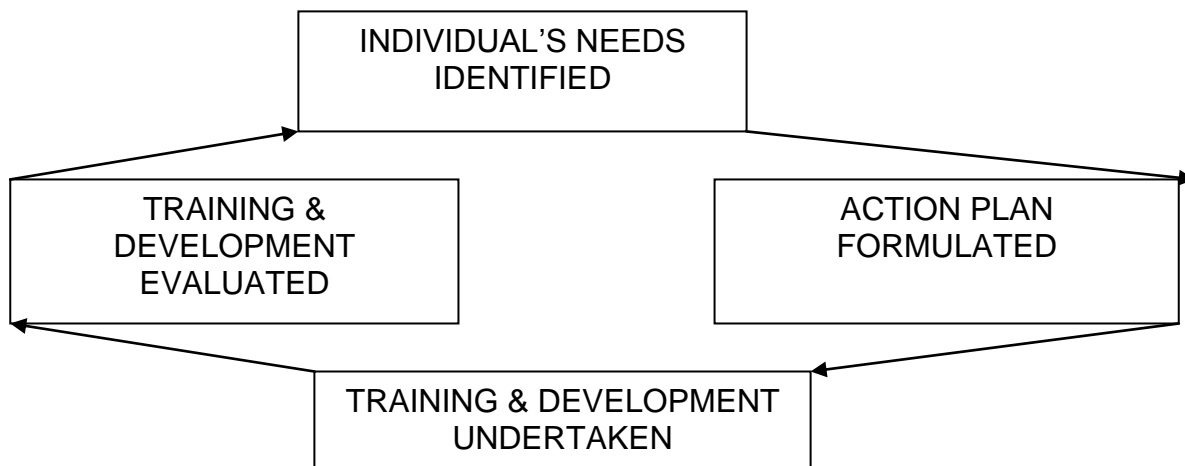


STAFF DEVELOPMENT **POLICY**

Agreed/Reviewed by Governors – see reverse

Professional Development of Staff at Bebington High Sports College

Professional development is a career-long issue. We never stop learning, and it is desirable to plan one's developmental needs rather than just let them happen. At Bebington High Sports College, we have a strong commitment to the professional development of all colleagues. The planning process is embedded in the school's development planning and performance management. It is a cyclical process, under constant review and evaluation.



Needs can be identified at anytime, however in September/ October during performance Management Review, all staff have the opportunity to formally produce their action plan for the forthcoming year. Departments formulate a departmental action plan in February.

AIMS

The main aim of professional development must be to improve the educational experience of the pupils, However, it must be appreciated that we are all professionals and have the right to expect high quality, on-going training in order to develop ourselves as professionals. Bebington High Sports College aims to:

1. Make professional development the right and duty of all staff, and the responsibility of management.
2. Provide experiences which will contribute to the personal and professional development of each member of staff.
3. Co-ordinate individual and whole-school INSET in order to respond to the needs of the school with minimum disruption to teaching.

STRUCTURE

A Deputy Headteacher oversees the management of professional development throughout the school and chairs the Personnel Cluster Group. This is made up of staff who have an interest in professional development issues. The group meets once each half term and reports back to the Leadership Group. Sub-committees may form from the main group for specific purposes, eg. planning an INSET day. The main tasks of the Personnel Cluster Group are:

1. to discuss matters of staff development, particularly new initiatives, and disseminate to appropriate groups/colleagues.
2. to receive individual and departmental action plans at the beginning of the INSET year and formulate the staff development plan accordingly.
3. to agree on priorities for the forthcoming financial year and allocate resources appropriately. (It must be appreciated that some INSET requirements arise during the year and cannot be planned in advance).
4. to review and evaluate the policy and the programme annually in the light of reports received from all sources.
5. to report back to the Leadership Group and Governors on all matters concerning Staff Development.

REQUESTS FOR INSET

All requests for INSET should be channelled through the Deputy Headteacher (Personnel), who will check timetables in order to arrange cover and consult with the Personnel Cluster Group if necessary, (Group consultation will be for more expensive/lengthy courses).

An INSET request form should be submitted to the Deputy Headteacher (Personnel). Priority will be given to INSET which supports individual performance management objectives and/or the school development plan. Colleagues are required to complete an evaluation of the INSET and show how the experience is being used to raise standards in the classroom. Colleagues need to be briefed on any learnings appropriately. "Training and development is a standing item on departmental meeting agendas.

MANAGING STAFF DEVELOPMENT

An INSET and Professional Review co-ordinator the Deputy Headteacher (Personnel) receives all individual performance management objectives and departmental development plans. This information is collated, formally once a year (in March), and also throughout the year as new targets are set, in order to produce the Staff Development Plan. At this time the LA informs the school of its Standards Fund allocations and funds are identified accordingly.

The Deputy Headteacher (Personnel) collates all training to form a Training and Development Record for the year. This is available for all staff to enable them to update their Performance Management Portfolios.

RESOURCES

1. Staff expertise, which will include mentoring, job shadowing, on the job training, presentations at whole staff meetings, departmental INSET and cascading from external INSET.
2. Standards Fund budgets.
3. Wirral LA Directory of Opportunities and Management Development Programme (copies in staffroom and with Deputy Headteacher - Personnel).
4. External courses which may come to Deputy or Assistant Headteacher – Personnel or go to subject coordinators.
5. Heads of Department meetings organised by the LA.

EXISTING PRACTICES

The programme for any year will include all existing practices and improve and extend them wherever possible. The Personnel Cluster Group will actively seek ways of introducing new practices.

1. Induction of all new staff, in particular NQT's (see NQT Induction Policy).
2. Provision of the Staff Handbook for all colleagues.
3. Performance Management which identifies INSET needs, and monitors their fulfilment.
4. Whole school, departmental and individual reviews.
5. Needs identified via Quality Assurance Programme, usually at departmental level.
6. Formal professional guidance and counselling available on a needs basis from Deputy Headteacher Personnel or any member of Line Management.
7. Five School Development Days, the subject of which are identified after Whole School Development Day by personnel Cluster Group. Proposals then taken to the Leadership Group.
8. External courses.
9. Colleagues cascading information and knowledge after attending courses.
10. Job enrichment, ie. colleagues taking on additional responsibilities in order to widen experience and job shadowing.
11. Meetings scheduled after school to look at a specific issue, eg. professional development group, stress management group.

12. Staff who have undertaken a higher degree and/or been on secondment to LA are encouraged to integrate our school's development into their work.
13. Staff Development Library, a small collection of books within main library and provision of TES each week.