



BEECHWOOD

Sacred Heart School

STAFF DEVELOPMENT POLICY

At Beechwood Sacred Heart we recognise that the people who work here are a key resource and we highly value the contribution that all of our academic staff make to the education and development of our pupils. All academic staff are therefore entitled and expected to seek effective professional development, so that the highest quality of educational provision may be maintained.

Staff development is a continuous and systematic process that aims to help the School maintain its high standards by:

- ◆ ensuring that the best qualified people are recruited
- ◆ supporting all staff in the positions they hold
- ◆ extending the skills and knowledge of all staff
- ◆ ensuring that all new staff receive a thorough induction programme
- ◆ encouraging staff to review current practice
- ◆ supporting staff in times of change
- ◆ maintaining regulatory compliance
- ◆ enabling staff to gain appropriate professional qualifications
- ◆ assisting staff to progress satisfactorily to the next stage of their career, from initial teacher training (ITT) /QTS/NQT through to positions of responsibility
- ◆ enabling staff to benefit from the experience of others

We seek to achieve these aims through the application of the following procedures:

- **annual/biannual** performance review for staff via the Appraisal system
- in-house staff INSET sessions at the start of each term and at other times when appropriate
- an annual budget for commercial INSET courses
- regular review of available courses by the Director of Studies to identify courses suitable for specific individuals
- feedback at departmental meetings and, where appropriate, at HOD meetings, of courses attended
- attendance at meetings of local professional groups
- where finances allow, provision of cover for time spent on courses leading to further qualifications
- provision in the staff room of professional journals, such as the Times Educational Supplement
- a programme of peer review

The format of the School's staff performance review system is detailed elsewhere, but in the context of staff development it seeks to:

- celebrate good practice
- identify INSET needs

- identify needs for resources and development
- improve communication
- enhance job satisfaction
- promote mutual support

Reviewed DHM September 2016, to be reviewed September 2017