



Professional Development Policy

Review date: June 2018

Next review date: June 2019

Staff resp. for review: CRS

PROFESSIONAL DEVELOPMENT (PD) POLICY

Our college ethos statement

'Norbury Manor is a community where all students and staff are valued as individuals. We take strength from our cultural diversity and pride in our cultural richness and use this to prepare students to actively embrace their place in the local and global community.

At Norbury Manor we aim to enable all students to live a full and active life. We promote the value of knowledge and push every student to achieve their full academic potential. We are committed to providing a curriculum that develops self confidence, strong communication and leadership skills as well as a healthy lifestyle.

We are dedicated to preparing students for the future – to developing confident, motivated and resilient independent learners. Norbury Manor students are encouraged to establish a strong sense of self-worth; they become articulate young adults who are both creative and enterprising.'

The aims of staff development at Norbury Manor Business & Enterprise College

'The ultimate aim of staff development is to improve the quality of education for students in the college, both by improving the standard of teaching and learning, and by developing the community in which the learning takes place. The encouragement of the professional growth of teachers should contribute both to their classroom teaching and their part in the wider life of the college, as well to their career enhancement.'

Support staff needs are also addressed as they too are crucially important in supporting teaching and learning.

Achieving these aims

The process:

- Development and training will be a continuous, planned and systematic process based on the identification of the needs of the college, the faculty and the individual staff
- Development and training will be integral to the college Development Plan
- PD will allow staff to develop skills and competencies progressively, with reference to recognised competency frameworks
- All staff are encouraged to take responsibility for their professional development and to keep their PD profile on BlueSky up to date with training and PD activities
- All staff and Governors will have access to training and development activities
- This will include the induction of all new staff including Newly Qualified Teachers and all non-teaching staff
- Whole college development is central but individual staff needs arising from Performance Management reviews will be a feature as resources allow
- We will play an active part in the Teaching School Alliance (CTLTSA) by contributing to the action plan

How will decisions be made?

- The college has an AHT who leads on PD whose duties are the day to day management of this area of work with the support of an admin officer
- Training and Development issues will be discussed by the Middle, Extended and Senior Leadership teams as necessary

Funding

Training and Development funding will be derived from the college budget.

What form will professional development activities take?

These are numerous and include: whole college training and development activities, off-site courses, Teaching School Alliance activities, carrying out development activities with colleagues, team teaching, work shadowing, coaching and mentoring, action research projects, sharing expertise, networking and collaborating, working party involvement, on site training, in class advisory support, student pursuits, lesson observations, tasks of a specific nature, etc.

Times will include: day release from college, INSET days, twilight sessions, private studies, weekend or holiday courses, short sessions/meetings within the college day.

PD planning

- This is integral to the processes of college development planning; a CPD development plan is included in the college development plan which based on the needs of the college, the faculties and individual needs as identified in Performance Management review or via Line Managers; this plan includes estimated costs and outlines procedures for monitoring and evaluating its effectiveness
- Teachers will be provided with cover to release them to undertake activities if these take place in the college day
- The member of staff must request permission for external courses via BlueSky at least one week in advance; their request must be approved by their line manager and must be diary checked before overall approval is given by AHT in charge of PD

Evaluation

- Staff are encouraged to provide evaluation and feedback of PD activity via BlueSky
- In most instances it is expected that staff will feedback and share what they have learnt on external courses
- Whenever possible and appropriate an audit will be undertaken prior to the PD activity and repeated after the activity to evaluate the impact of the PD
- Accreditation of the professional development of staff will be supported if possible
- Line Managers are responsible for monitoring, evaluating and ensuring the dissemination of PD activities within their area
- As an Investor in People School, a Training School and a member of a Teaching School Alliance, professional development activities are a high priority and are evaluated as part of our whole school self evaluation programme

An Equality Impact assessment has been carried out with regard to this policy. There was found to be no significant impact on any group with protected characteristics i.e. this policy does not discriminate against anyone on the basis of disability, gender re-assignment, pregnancy and maternity, race, religion or belief, gender or sexual orientation.

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