

Principles of Staff Development

Roedean Moira House's staff development policy is guided by the following principles:

1. The school is committed to ensuring that all staff have the opportunity to participate in appropriate high quality training in order to achieve their potential and carry out their professional responsibilities to the highest standard.
2. All staff have the duty to undertake responsibility for their personal professional development and to be proactive in acquiring appropriate training in line with their professional responsibilities.
3. Successful staff development requires a commitment from all staff to share best practice and work together to achieve the highest professional standards.

Aims of Staff Development

1. To provide all staff with the opportunity for professional development so that all teachers at Roedean Moira House are trained to the highest professional standards.
2. To ensure that all Staff Development is in line with whole school targets and addresses the training needs arising from Performance Management targets.
3. To establish clear procedures for Staff Development and ensure that all staff understand and implement these consistently.
4. To ensure that all staff understand their responsibility for their personal professional development and are confident about achieving this.
5. To ensure that the system for managing staff development is robust and fair.

Implementation

1. The Principal will organise Roedean Moira House Continuous Professional Development (CPD) programme which will be published at least termly. This will address training needs arising from whole school targets as well as all statutory legal requirements expected of Roedean Moira House.
2. It is the responsibility of the individual teacher to keep copies of any handouts from the Inset Day and the CPD sessions and to make his/her own notes which should be kept in his/her Professional Development Portfolio. The Principal will keep an attendance register. When appropriate, staff will be issued with a certificate of attendance which should be kept in their Professional Development Portfolio.
3. All Inset Days and CPD sessions are compulsory for all staff to attend. Any member of staff unable to attend must complete an absence request form and speak to the Principal personally to obtain her permission to be absent from the session.
4. The Principal together with SMT and any other appropriate teachers or outside trainer(s) will organise Roedean Moira House Inset Days. These will address training needs arising from whole school targets and the agenda for these days will be published to all staff in advance of the Inset day.
5. A record of all training attended by staff as a whole school event or carried out within a department, whether individually or collectively, free of charge or charged, must be kept and information passed on to the Principal.

Any member of staff needing to attend an external training course must complete the Training Course Request form (Appendix 1) to attend staff training and the Staff Absence Request Form to which must be attached full details of the training including the cost. The Principal will consider the request for training or return it for amendment / further



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information. Staff must not book external training courses until they receive signed confirmation from the Principal authorising attendance at the training course.

Teacher Training

The school will consider applications for teaching placements from Student Teachers each year. Since 1992 it has been the responsibility of Schools to work in partnership with Universities, to enable Student Teachers to gain the maximum benefit from their placements, and Moira House adheres to this principle.

A professional tutor is appointed who is responsible for many aspects of the students' school life and work, and a departmental mentor to guide and support them in their subjects. Training is given to these members of Moira House staff by the University, on a regular basis.

We receive Student Teachers from the University of Brighton and also sometimes from the Open University. The school encourages QTS and GTP and the professional development of all colleagues.

Further education offered by external bodies

It is the policy of the school to encourage and support staff who choose to study for higher qualifications offered by Universities and other higher education bodies, e.g. Masters Degrees, Diplomas and Doctorates. Staff can make a request to be considered for financial assistance with these courses where there is a clear benefit to the professional work of the individual member of staff now, and in the future. Each application for funding is assessed on its merits by the Principal. In cases where the financial support is significant, the school can ask for funding over a certain figure to be returned to the school by the member of staff if s/he leaves within a designated number of years; this would be agreed by both parties before any funding is offered.



Appendix 1

Training Course Request Form

Staff Member	
Department	
Date of course	
Timings of course	
Course title	
Course organiser	
Venue	
Costs	Course: Travel:
Copy of the course description and information sheet attached	Yes / No
Staff Absence Request form attached	Yes / No
Category of course	1. School Development Plan 2. Department Development Plan 3. Personal Professional Development
Reason(s) for applying / Description of how the course will benefit the school	

If I am successful with my application, I understand that I may be required to run a staff training session to share the knowledge acquired on the course with my colleagues.

Staff member's signature: _____ Date: ___/___/20__

Line Manager(s): Approved / Not Approved Signature: _____ Date: ___/___/20__

Principal: Approved / Not Approved Signature: _____ Date: ___/___/20__



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Related policies and documents

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Complaints Policy (Parents)
- Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: June 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2018

NEXT REVIEW: June 2019