



STAFF DEVELOPMENT POLICY

Moorland School is committed to supporting and enabling employees to achieve their potential, succeed in their roles and to deliver the School's ethos. Continuous learning is key to the professional life of all staff at Moorland.

The purpose of this policy is to provide line managers and employees with a framework that supports employee development in order to enhance personal performance, enabling individual growth and support the School's strategic goals.

It applies to all staff including those delivering academic qualifications or apprenticeship training, and to non-teaching and other support staff.

Staff development encompasses all forms of development including:

- School and Departmental events or activities
- personal study
- online learning
- internal or external courses and workshops
- conferences
- engaging in teaching observation and peer observation in order to gain structured performance feedback
- coaching and mentoring
- professional or technical qualifications
- statutory or essential training
- visits

The following principles apply

- All staff are expected, with the support of their line manager, to take responsibility for their Continuing Professional Development (CPD).
- All staff are encouraged to develop their sector skills, knowledge and experience through membership of professional bodies and attendance at conferences or training courses.
- All staff are expected to undertake relevant training and development which includes any activity which contributes to the enhancement of their knowledge, skills, competence, and working practices. Staff development is a key contributor to the success of individuals and ultimately to the success of the School as a whole.
- All staff are encouraged to widen and enhance their sector experience, through training, visits to employers, companies and other institutions.
- Line managers and SLT are expected to champion the strategic importance of people, creating a learning culture that values and enables continuous professional development to maximise individual and team potential and to improve teaching and training, skills and experience.
- In order to maximise effectiveness, staff development activities must align to Moorland's induction, probation, performance development reviews and recognition and reward processes/procedures.
- The School will ensure equal access to learning opportunities.
- Learning and development agreed for staff must be role relevant, as described in their job description. Any development agreed should have the identified budget available.
- All staff are expected to complete statutory, essential/compliance training, as required.

Equality

The School will ensure equality of access to staff training and development opportunities for all staff. No member of staff will be treated less favourably than another. Involvement in staff training and development will be determined only by personal merit and performance.

Duties and responsibilities

There is shared responsibility for the development of staff at the School:

1. Individual member of staff
2. Line Managers
3. SLT

Individuals are responsible for:

- Reflecting at regular intervals on their performance and identifying appropriate development needs
- Seeking and acting on feedback
- Engaging in the performance development review process in order to effectively identify their training and development needs
- Making themselves aware of the pathways for progression as relevant to role
- Discussing and agreeing with their line manager development which is appropriate for their role(s)
- Fully participating in learning opportunities and, where face to face training has been identified, completing the entirety of the course
- Undertaking statutory, compliance and essential training, as required, including refresher training.
- Applying and sharing learning

All new staff:

- Must complete a New Starter induction
- Must undertake statutory, compliance and essential training, as required

Line Managers & SLT are responsible for:

- Ensuring all new starters or staff transferring into a new role undertake an appropriate induction programme and complete any statutory, compliance or essential training which may be required
- Ensuring that they are aware of the School's expectations in relation to line management
- During the probationary review period, ensuring staff receive sufficient development and guidance to enable them to undertake their role and responsibilities effectively
- Ensuring all their staff have completed and are up to date on the identified statutory and compliance training, and that this is accurately recorded
- Ensuring staff are aware of the relevant criteria and pathways for progression (where appropriate)
- Ensuring annual and interim performance development reviews take place and that individuals have the opportunity to discuss their development needs
- Giving staff honest, constructive feedback on their performance
- Following up with any members of staff who fail to attend statutory, essential or compliance training and addressing repeated non-attendance by members of staff

Senior Leadership are responsible for:

- Role modelling leadership values through developing themselves and their teams as part of continued professional development and using feedback to improve
- Creating a culture that delivers successful outcomes through people, supporting, developing and challenging teams to succeed
- Providing appropriate resources (time and funds) for staff development activities
- Ensuring annual and interim performance development reviews take place and that individuals have the opportunity to discuss their development needs, ensuring that any training or development needs are addressed and that these are appropriate to the needs of the school and the individual.
- Ensuring staff undertake appropriate statutory, compliance and essential training as required.

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