

# Lismore Comprehensive School



*"Caring and Learning Together"*

## STAFF DEVELOPMENT POLICY

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## **1. RATIONALE**

Lismore Comprehensive School is committed to providing for the professional development of staff in line with requirement 2(d) 'matters which must be addressed in the School Development Plan'.

## **2. AIM**

To maintain a professional, skilled and well motivated teaching and non-teaching staff who can deliver an enriched, holistic educational experience to the young people in our care.

## **3. AUDITING AND IDENTIFICATION OF NEEDS**

The identification of needs will be established through mechanisms including:

- Performance related development
- Self-evaluation
- Internal departmental review
- External statutory requirements

Responsibility for staff development arising from statutory and school priorities will lie with the Principal and Board of Governors who will approve funding as appropriate.

Relevant personnel will facilitate access to a range of professional development opportunities and be responsible for communicating opportunities to appropriate staff.

There is an expectation that all members of staff will take an active role in their own professional development.

## **4. PARTICIPATION IN STAFF DEVELOPMENT ACTIVITY**

The decision on participation in a staff development activity will lie with the school principal and will be based on the following criteria:

- Whole school needs
- Loss of teacher/pupil contact time
- Financial cost
- Availability of cover/substitute teacher
- Number of staff requesting to attend

## **5. STAFF DEVELOPMENT APPROACHES**

A wide variety of Staff Development approaches will be matched to meet the needs of individual members of teaching and non-teaching staff. These approaches will include:

- INSET Days
- External Training Courses
- Agreement Trials
- Cascade Training
- PRSD
- BT
- EPD
- Sharing of Good Practice
- Practical Experience (eg public examination marking experience, contributing to a training programme, involvement with a subject or specialist association.)

## **6. PROCEDURES FOR ATTENDING STAFF DEVELOPMENT ACTIVITY**

It is the responsibility of the staff member:

- To seek approval for attendance at the Staff Development activity from line manager and VP Curriculum/Pastoral as appropriate
- To complete Application to Attend INSET Proforma (available on RM Staff)
- To complete Green/Pink Request for Cover Form, which must be signed by VP Curriculum/Pastoral as appropriate
- To provide cover requirements to rota team as early as possible and no later than 3 working days before date of Staff Development Activity
- To leave appropriate work for students for the full period of the absence
- On return to complete own record of Staff Development Activity
- To complete evaluation and Follow-up Proforma (available on RM Staff)
- To participate in any dissemination sessions as outlined in Section 7 below

## **7. DISSEMINATION OF INFORMATION**

Post Staff Development activity, participants must:

- Engage in dissemination sessions at department/year group or whole-school level as requested by line manager/SLT
- Share resources with relevant personnel

## **8. APPEALS**

Appeals to any decision relating to the above may be made to the Curriculum/Pastoral sub-group of the Board of Governors whose decision will be final.

## **9. POLICY REVIEW**

This Staff Development Policy will be reviewed bi-annually.

