REVISED STAFF DEVELOPMENT POLICY

AIM/PURPOSE

The aim of the policy is to provide continuing professional development to teachers, non-teaching staff and student teachers, encourage individual staff to plan their careers. To take advantage of career opportunities, clarify staff awareness of the school's philosophy, aims and objectives and, through the above, to improve the education of the students.

GENERAL PRINCIPLES

It is part of the job description of the Head, the Leadership Team and all staff with responsibility for colleagues that they help to develop the professional knowledge, skills and aspirations of individual staff within their areas of responsibility. The Deputy Head (Staff Support) has specific delegated responsibility for staff development.

STAFF DEVELOPMENT AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

1. Whole School:
    ♦ Staff Meetings/Conferences
      A full staff meeting is held twice per term and this highlights issues seen by the Head and senior colleagues as relevant to current and future developments. Also, items raised by individual members of staff.
    ♦ INSET Days
      These are organised in the main for whole staff and will reflect the priorities from the School Development Plan and national issues.
    ♦ 'Twilight' Sessions
      This is when an INSET day is broken up to facilitate a number of after school meetings.

2. In-Service Training for Specific Groups:
    ♦ Departments
      Heads of Subject encourage the development of their colleagues by a variety of means. These could include co-operation in the planning of lessons, encouraging attendance at in-service courses, arranging visits to other schools and by developing mutual lesson observation and analysis. Subject Leaders also organise regular departmental meetings.
      Subject Leaders will have specific responsibility for newly-qualified and student teachers and will be closely involved in the induction and progress of newly-qualified teachers.
    ♦ Year Groups
      Year Leaders (Senior Tutors) encourage the development of their team's pastoral skills and will organise or be involved in regular tutor meetings and occasional school-focused courses as needed.
    ♦ Newly-Qualified Teachers and New Staff
      The Deputy Head (Staff Support) organises an induction programme in two parts:
      a) A residential, followed by a voluntary meeting each week for the first half term.

b) A copy of the current Staff Handbook given to all staff including those newly appointed. The Handbook is reviewed annually.

c) A regular series of meetings throughout the year to introduce staff to the organisational structure of the school and to provide a forum for discussion.

- ♦ Management INSET
  Half-termly meetings of Heads of Subject with the Curriculum Deputy, discussing and reviewing the work of subjects and the professional development of staff.

- ♦ INSET for Interest Groups
  INSET can take place when an interest group is identified. Recent examples of this are the 'Partners in Excellence' initiative and preparation for Sixth Form teaching.

3. Individual Opportunities:

- ♦ External Courses
  External courses are publicised on the course notice board in the staff room, by email, via the staff bulletin, individual pigeonholes, via Heads of Subject and by Deputy Heads. To apply for courses operating on school days the Deputy Head (Staff Support) should be emailed. However, with "Rarely Cover" there will inevitably be restrictions.

4. Staff Working Groups

These are a means of involving particular staff in whole school issues and will usually be "chaired" by a member of the Leadership Team and have a specific brief. Personnel involved may volunteer or be approached on the basis that they are able to make a positive contribution. Recent examples have included behaviour management and teaching and learning.

MONITORING AND EVALUATION

Feedback is welcomed from staff and opinions will be collated by the Deputy Head and discussed by the Leadership Team and Head.

Changes to the policy will be the responsibility of the Governors' Personnel Committee and ratified by the Full Governing Body.