



Danes Hill Staff Development and Training Policy

Statement of Intent: Danes Hill wishes, as an institution of education, to support the development of all its employees.

The four stakeholders responsible are:

- Head of Performance Management (**LML**)
- Professional Tutor- Head of Staff Induction/NQT Induction/Gap Year Students/University Placements & Teacher Training/Work Experience (**NIH**)
- Head of Whole School Inset (**RMA**)
- Head of Individual Staff Inset responsible for external courses (**AML**)

Aim:

- To ensure that staff training and development support each individual's personal targets and whole school development targets.
- To achieve high standard professional development reflecting learning and teaching principles.

In particular, it:

- Uses external expertise (e.g. university researchers or local authorities) linked to school-based activity.
- Involves observation and feedback- especially teachers observing and learning from each other.
- Includes peer support – colleagues supporting each other as well as senior staff support.
- Provides scope for individuals to identify the focus of their development.
- Applies processes for sustaining professional development over time to embed learning in classroom practice.
- Is likely to have a direct relationship with what teachers are doing in their own classrooms and schools.
- Enables all staff to be more reflective and focus on their contribution to pupils' learning.
- Encourages staff to take an active role in developing their career paths based on their own interests and motivations.

Continuing Professional Development (CPD) should be linked with Performance Management to ensure high quality CPD for all staff. Focus should be maintained on the impact of professional learning and the effect it has on our work and the progress of pupils in

order to avoid CPD becoming a series of courses and events, rather than as change, development and improvement of our practice.

All staff (including NQTs) take part in Performance Management. This entitles them to a professional discussion with team leaders about their work and professional development.

The role of Head of Whole School Inset is crucial to nurturing/creating an effective professional learning community. This work is to be facilitated by external courses coordinated by Head of Individual Inset. Head of Performance Management oversees a performance management programme and a review of targets/objectives for individuals. The Professional Tutor undertakes regular training analysis and draws up individual training plans for new staff.

TYPES OF TRAINING UNDERTAKEN BY DANES HILL

QUALIFIED TEACHER

- Training of the Individual through Continuing Professional Development and whole school INSET days.

NEWLY QUALIFIED TEACHER

- Induction takes place with the Professional Tutor and a mentor related to specific subject teacher or Key Stage as appropriate.
- It also includes CPD and INSET
- Attendance at the NQT Network Meetings once per term held at Danes Hill.

TEACH DIRECT PROGRAMME (this can also be offered to existing teachers who do not hold a teaching qualification)

- Graduates are employed as unqualified teachers with the intention of supplying training to individuals in order to obtain Qualified Teacher Status (QTS). All Key Stages can be undergone as appropriate. This involves a period in a maintained school where experience is required by the DRB (Designated Recommending Body- who oversees the training e.g. EQualitas or the Latchmere Alliance). Graduates should apply to the Headmaster and selection is by interview. As the independent sector does not receive government funding applicants are reliant on available funds and availability of future vacancies.
- The course is spread over one year and involves approximately 6 weeks external teaching practice in maintained schools. The graduate is expected to undertake as many weeks as possible during the Danes Hill holidays to avoid unnecessary disruption to lessons. Attendance for some lectures is also required.
- The course results in Qualified Teacher Status (QTS) and an induction year will follow.
- After training and receiving QTS there is no guarantee that the trainee will be employed by Danes Hill if a vacancy for a fully qualified teacher is not available.

GAP YEAR STUDENTS

- Gap year placements run from September to July
- All potential students must apply in writing to the Professional Tutor. Headmaster will interview.
- Any teacher knowing of a potential Gap Year student should discuss with the professional Tutor

STUDENTS FROM UNIVERSITIES

Danes Hill does from time to time have involvement in training students who are on Post Graduate Certificate of Education (PGCE) or B.A. Education courses at local universities by enabling them to complete specific blocks of teaching practice at Danes Hill.

Being involved in this scheme allows our own staff an opportunity for reflection on their own teaching, and also gaining experience as mentors and exposure to the latest teaching practices/standards.

It is a useful opportunity for Danes Hill to make contact with, assess and potentially recruit new staff.

WORK EXPERIENCE STUDENTS

- Students from local schools as part of the National Work Experience Scheme are able to visit Danes hill and experience life in the school. This enables us to have links with schools outside the independent sector.
- Work experience may also be offered to past pupils, individuals interested in embarking on a teaching career, or students requiring further experience. The offer of work experience and the duration for which it is offered is at the discretion of the Headmaster in consultation with the Professional Tutor.

How CPD fits into the Performance Management Cycle

Each member of teaching staff is required to set themselves annual targets, with the aim to achieve them by the end of the academic year. These are discussed and approved by their line manager, who may make suggestions to help them achieve their targets. This can include recommendations for further development through attending an external course or training scheme. If staff wish to register for a course that would be of benefit to their Continuing Professional Development they should forward details to the Head of Individual Inset for approval. If sanctioned a completed application form along with payment details needs to be ratified by Head of Individual Inset who keeps a record of all courses attended on file. Head of Cover needs to be informed as soon as courses have been approved. All staff have an obligation to produce feedback on the course/conference/training attended. Head of Individual Inset keeps a record of all course evaluations, respective Heads of Department

should be included in the feedback. Information on courses available will be posted on Sharepoint.

RMA

FULL Date of policy: 25 January 2018

Date to be reviewed: February 2019