

Sperrinview Special School

Staff Development Policy

Rationale

School staff need to be trained to meet the changing needs of the pupils in the school. To be in a position to meet those needs staff and governors must be open and committed to the concept of continuous learning. Such learning [for governors and staff] will be undertaken both in and beyond the confines of the school by individuals, in small groups, in larger groups and on occasions on a whole staff basis.

Purposes

The purpose of staff development is to enable, encourage and empower staff to meet the changing needs of the pupils in the school, ultimately enhancing their learning.

Quality staff development

- ensures that pupils are provided with high quality education
- raises pupils' self-esteem and level of achievement
- involves the school in the wider community to the mutual benefit of both
- provides opportunities for parents, governors and staff to share knowledge, skills and expertise
- supports and celebrates with individuals in their quest for personal advancement
- raises the quality of teaching and learning through the acquisition of job-related skills which pertain to the changing needs of the pupils
- promotes the concept of teamwork and ensures that the contributions of all staff [the most valuable resource within the school] are recognised

Organisation

Staff development needs are identified in the context of school aims, the changing needs of pupils and regular review. They are directly linked with the priorities set within the School Development Plan and are supported by the school management. Staff are encouraged to articulate their own training needs in line with what is included in the School Development Plan.

Training opportunities are provided through a variety of means:

Internal working groups

External working groups

School based Inset provided by school staff

School based Inset provided by EA Southern Region

School based Inset provided by personnel from other agencies

External courses and conferences

Roles and Responsibility

The management is responsible for securing funding for staff development either from the delegated or non-delegated section of the school budget.

Staff members who wish to attend courses, must complete an application form [see appendix 1] and then regardless of the duration of the course, are expected to complete a report sheet [see appendix 2]. It is also the responsibility of the person who has attended a training session/course/conference to disseminate relevant information to colleagues.

Records of staff training are held centrally in school while individual's details [see appendix 3] will be placed in each staff member's file.

Review

A sub-committee of the Board of Governors will monitor and evaluate the effectiveness of this policy as part of a timetabled, on-going process.

Signed: _____ Date: _____



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Application for Staff Development Activity

Staff Name: _____ Application Date: _____

Type of activity you wish to take part in:	External course:	<input type="checkbox"/>	Internal course:	<input type="checkbox"/>
	Mentoring:	<input type="checkbox"/>	Work Shadowing:	<input type="checkbox"/>
	Visit:	<input type="checkbox"/>	Conference:	<input type="checkbox"/>
	Observation:	<input type="checkbox"/>	Other:	_____

Please give relevant details below:

Date: _____ Title: _____

Cost: fees £ _____ travel/subsistence £ _____ cover £ _____

Description:

What do **you** hope to gain from this activity?

How do you expect to be able to use this in school?

What will the benefit be to the school? (ie to pupils or other staff)

How does this link to the School Development/Staff Development Plan and/or your personal development plan?

Please give completed form to Principal/Head of Block at least 3 weeks before the activity date.

Head of Block signature: _____ Date: _____

Principal's Signature: _____ Date: _____ Approved: Yes/No



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Review of Staff Development Activity

Name: _____ Date: _____ Course: _____

Did the activity take place as planned? Yes/No

If no please state how/why

How would you rate it on a 1-5 scale? 1 = poor 5 = excellent

For interest Relevance Value for Money

Comments:

What did you learn?

What changes in practice do you expect to make as a result of this activity?

What do you need in order to make the changes, and who would be the best person to help you?

When do you expect to be able to talk over the benefits [for the school, other staff, pupils] of using what you have learned?

Month _____

Other comments:

Please return to your Head of Block within one week of the end of the activity.

Thank you.

