



# Professional Development Policy

Updated March 2010



# PROFESSIONAL DEVELOPMENT POLICY

## Introduction

The most significant resource in ensuring success for our students is the staff team. Professional development encompasses all of the activities that staff undertake to raise their performance. This includes external courses, internal courses, opportunities for curriculum development work and new responsibilities.

## Rationale

City Academies are at the leading edge of educational development and this will impose a need for a continuous Professional Development programme.

The College has an obligation to secure the Professional Development of its staff and it aims to encourage career development.

## Guidelines

1. The Professional Development programme will be integrated with Improvement Planning, Performance Management and Work Scrutiny.
2. The programme will extend to all staff in the Academy.
3. Professional Development has three aspects:
  - Induction into the Academy
  - Training for the job
  - Professional development for career progression
4. Professional Development will be linked to clearly definable outcomes through targets arising from Performance Management, Improvement Planning and Work Scrutiny.
5. Where possible professional development activities will be accredited.
6. The Principal will allocate a budget to support the Professional Development programme.
7. The negotiated delegation of responsibilities represents an important opportunity for the professional development of staff.
8. Where appropriate professional development will be delivered internally and draw upon the expertise of the staff team.
9. Professional Development needs may be identified through the following process:
  - Improvement Planning
  - Performance Management
  - The individual member of staff identifying a training need
  - Work Scrutiny
10. If during the course of an academic year a member of staff intends to leave, his/her resignation will render any professional development assigned to that individual to be cancelled or delegated to another member of the Academy staff. This is to ensure that the benefits gained from such training are embedded within the relevant areas of the Academy.
11. Further education and higher education courses will be eligible for financial support to a maximum of £300 in any academic year. If the course costs less than £600, 50% of the cost will be met. If in excess of £600, £300 maximum will be met.

## Professional Development Days

There are 5 Professional Development days during each academic year which will be used to achieve the Professional Development Plan as outlined in the whole Academy Improvement Plan. The agenda for these days will be negotiated with the staff team through their Line Managers.

## **PROFESSIONAL DEVELOPMENT – STAFF RESPONSIBILITIES**

### **All Staff**

- It is the responsibility of all staff to plan and manage their own career development.
- The Performance Management process provides staff with an opportunity to discuss their career development and identify areas that they wish to be professionally developed in.
- Every individual member of staff is responsible for maintaining a record of the Professional Development (PD) that they have undertaken. A professional development portfolio has been provided to all staff as a place to keep this record and their Curriculum Vitae as it develops. Agendas for Academy Development Days should be kept in the portfolio as a record of PD undertaken.
- Each year all staff are involved in the Improvement Planning process and Performance Management. With the support of their line managers they are required to identify the PD that they believe they require in order to achieve improvement targets that they are responsible for.
- Once an appropriate PD activity has been identified teaching staff must complete a 'Course Details and Cover Requirements' form. Having undertaken the PD activity a 'Professional Development Evaluation' form should be completed and returned through their line manager to the Deputy Principal responsible for PD.
- When an Improvement Target comes up for evaluation and PD has been undertaken in support of the target then staff must identify how effective they believe the PD activity was in enabling them to achieve the Improvement Target.
- When attending an external PD course staff are expected to keep any expenses relating to the course to a minimum and to complete an expenses claim form and return it to the Deputy Principal responsible for PD soon after the course. Where overnight costs or significant travelling costs are likely to be incurred then they must be agreed by the Deputy Principal responsible for PD prior to the course. Staff may only travel 2<sup>nd</sup> class.

### **Line Managers**

All line managers are responsible for:

- assisting staff in identifying their PD needs in relation to their jobs, the Improvement Planning and Performance Management processes
- ensuring that PD needs arising out of Improvement Targets are identified in the Improvement Plan
- monitoring that aspect of the Improvement Plan that relates to their specific responsibilities
- evaluating the effectiveness of PD in supporting Improvement Targets
- supporting the Deputy Principal responsible for PD in organising PD activities relating to their area of responsibility, including those that take place during Development Days.

### **Vice/Deputy Principals**

In addition to the PD responsibilities of Line Managers, Vice/Deputy Principals will:

- monitor the PD Plan for those subjects and areas within their directorate
- ensure that PD needs are identified alongside Improvement Targets in the Improvement Plan
- assist the Principal and the Deputy Principal responsible for PD in prioritising PD needs to ensure that the limited PD budget is applied to the greatest effect
- once the PD budget has been allocated in the PD Plan, Vice/Deputy Principals will support the Deputy Principal responsible for PD in communicating the details of the PD Plan to Academy staff.

### **Deputy Principal responsible for Professional Development**

The Deputy Principal responsible for PD has overall responsibility for all aspects of PD including:

- the efficient and effective application of the PD budget to the training needs of all staff
- the organisation of all PD undertaken during Development Days
- assisting staff in identifying the most efficient and cost-effective method of achieving PD
- maintaining a database of PD providers including details of the quality of provision through the evaluations of staff who have previously attended courses
- the production of an Annual Report on the PD Plan and all PD undertaken in the Academy
- ensuring the PD plan is fully implemented within the limits of the PD budget
- respond to the PD needs identified in the Improvement Plan and Performance Management in the production of a draft PD plan to enable the Principal supported by the Deputy responsible for PD to allocate the PD budget effectively and efficiently

### **Principal**

- each year the Principal will allocate a budget for PD
- the Principal will have overall responsibility for the allocation of the PD budget to PD activities