



# Staff Continuing Professional Development Policy

| Policy Number | New or Reviewed | Date of next Review | Responsibility |
|---------------|-----------------|---------------------|----------------|
| HCP046        | June 2019       | June 2021           | Principal      |

*Empowering learners to shape their future*

# HORIZONS COLLEGE

## STAFF CONTINUING PROFESSIONAL DEVELOPMENT POLICY

### 1. Introduction

- 1.1. Skills Pledge:
  - a. Horizons College actively encourages and supports Horizons College employees to gain the skills and qualifications that will support their future employability and meet the needs of Horizons College.
- 1.2. The Local Governing Body (LGB) and Senior Leadership Team (SLT) are committed to the continuing professional development (CPD) of all staff at Horizons College.
- 1.3. The LGB and SLT demonstrate their responsibility to provide all Horizons College staff with the opportunity to further their knowledge and expertise, by:
  - a. Facilitating ongoing, quality Performance Management and training.
  - b. Maintaining the Investors in People Award (IIP).
  - c. Facilitating and maintaining shared professional practice through multi-agency working.
  - d. Facilitating community engagement across Horizons College and the locality.

### 2. Whole College Training

- 2.1. A Horizons College Tutor employed full-time must be available for work for 195 days in any College year, of which:
  - a. 190 days must be days on which teaching staff may be required to teach learners and perform other duties.
  - b. 5 days must be days on which teaching staff may only be required to perform other duties.
- 2.2. The 5 teaching staff Development (TD) days (TD are an entitlement for Horizons College teaching staff, spread throughout the year September to September), when the Horizons College will be closed to learners.
- 2.3. Learning Support Assistants are also required to attend the five training days (pro rata for part time staff).
- 2.4. Midday Supervisory Assistants (MDSAs) are not required to attend training days although they may be invited to participate in some courses, if the content is appropriate to their needs.
- 2.5. The SLT and LGB recognise that there will be cost implications for training and finance is allocated annually for CPD within the budget.

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- 2.6. Programmes for the above days will be identified through whole staff discussion and evidenced in Horizons College Development Plan (HCDP). The responsibility for organising these days will be that of the SLT. Such training may be in-house, using the Horizons College's own expertise, or professionals from other agencies may be brought in to disseminate knowledge and skills to Horizons College staff. Horizons College also recognises the value of combining staff training with staff from other educational establishments (both special and mainstream) in some instances.
- 2.7. Regular whole College meetings are also held, six times per year minimum. Full time staff benefit from increased contractual hours to attend these meetings while part time staff and MDSAs are paid on a supply basis for their attendance.

## 3. Individual CPD

- 3.1. It is recognised that all Horizons College staff have training needs. All Horizons College staff are encouraged to further their professional qualifications as appropriate to their individual needs and the needs of Horizons College.
- 3.2. Newly Qualified Teachers (NQTs):
  - a. Have an individualised programme of support during their induction year from a designated induction tutor.
  - b. Receive a reduced timetable.
  - c. Have to demonstrate that they have continued to meet the standards for the award of Qualified Teacher Status (QTS), and that they meet the core standards.
  - d. Receive supervision to ensure that their duties, supervision, personal development and working conditions are such that a fair and effective assessment of their performance against the core standards can be made.
- 3.3. Horizons College LSA and MDSAs are encouraged to investigate and take on board relevant training offered both externally, in house and on the job, particularly any that may lead to some form of accreditation.
- 3.4. Course fees and travelling expenses will normally be paid for all courses attended.
- 3.5. Horizons College staff training needs is established through consultation with individual staff, the Performance Management process and discussions at staff meetings.
- 3.6. Horizons College teaching staff is expected to attend two meetings a week, which take place at the end of the school day.
- 3.7. It is acknowledged that Horizons College staff has a considerable amount of experience and expertise in various subjects that could be of value to other colleagues – time is allocated to allow for the dissemination of this knowledge to others as appropriate.

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## 4. Monitoring and Evaluation

- 4.1. The SLT and Staffing and Curriculum Committee meet on a regular basis to monitor and review CPD across the College through the HCDP. The CPD Co-ordinator will consider the suitability of individual CPD that may help to meet the training needs of individual staff.
- 4.2. Copies of certificates gained by Horizons College staff for CPD are stored in the individual's file in the main office.
- 4.3. The SLT will regularly monitor the needs of individual staff through Performance Management, course evaluations and discussion at staff meetings.
- 4.4. The CPD Coordinator holds an overview of all Horizons College staff training undertaken electronically.
- 4.5. A record of Horizons College staff absence to undertake training is held within the appropriate data collection system.
- 4.6. That value for money is obtained, attention is given to:
  - a. Improving the management of professional development to enable line managers to help staff plan robust and relevant individual training plans.
  - b. Defining the intended effects of professional development in the classroom.

## 5. Policy Review

- 5.1. This policy has been produced in consultation with staff at Horizons College and has the approval of the LGB. A copy of this policy is available to all who request it. The Governors Staffing and Curriculum committee will review the policy regularly.

## 6. Related Documents

- 6.1. This policy is to be read in conjunction with the following:
  - a. Supervision in Education Policy.
  - b. Horizons College Development Plan.
  - c. Staff Handbook.
  - d. Staff Induction Policy.

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Signed ..... Principal

Signed ..... Chair of Governors

Date .....