

Belfast Model School for Girls

Achievement for All



Staff Development Policy

Agreed by Board of Governors: Jan 2007

To be reviewed: Jun 2010

Rationale

In working towards our mission statement “*Achievement for all*” the Belfast Model School for Girls recognises the importance of developing a culture of continuous learning for both staff and pupils. The Staff Development Programme in school aims to increase the effectiveness of all staff both teaching and non-teaching as the individuals and as team members. This enables the staff to work together to achieve the school’s vision and goals and ultimately bring about “*Achievement for all.*”

Purposes

The Staff Development Programme:

- Develops and improves the overall effectiveness of the school
- Ensures personal achievement for all staff as individuals and team members
- Improves teaching and learning skills
- Develops a learning culture

Guidelines

The Staff Development Programme is planned to reflect the school’s vision and achieve its strategic goals. Financial and other resources for staff development are allocated in accordance with the identified school strategic goals.

- A Staff Development Team, consisting of the Principal, the two Vice Principals and the Staff Development Co-ordinator, plans, co-ordinates, monitors and evaluates the annual programme of staff development for all staff.
- The Staff Development Co-ordinator oversees the day-to-day-co-ordination of INSET including the dissemination of information from CASS and other INSET providers, the collation of INSET evaluation forms and the collection of information for the monitoring and evaluation of the programme.
- Our Staff Development Programme includes a range of activities including:
 - Internal courses e.g. whole staff INSET, team INSET
 - External courses e.g. INSET provided by CASS, RTU, QUB
 - On-line training e.g. Microsoft Academy
 - Shadowing
 - Observing
 - International visits
 - Peer support-mentoring
- Heads of departments and line managers have a responsibility to plan, co-ordinate, monitor and evaluate staff development in their area. Subject departments and other areas are involved in a bidding process for INSET each September and priority is given to bids which are in line with the school strategic goals.

- As part of on-going monitoring and evaluation, all staff complete an INSET evaluation form for any staff development they partake of during the year. These INSET evaluations also give staff the opportunity to draw up an action plan resulting from the training, including details of the forum for their feedback.
- Details of INSET are recorded in individual staff files on the C2K system by a member of the support staff.
- An annual cost-benefit analysis of staff development is undertaken by the Staff Development Team. This exercise informs the continuous improvement of overall staff development in working towards the school strategic goals.

PRSD

- All teaching staff participate in the school implementation of PRSD according to the guidelines in the school PRSD policy.

Support Staff Development Interviews

- All support staff have an annual staff development interview to facilitate their individual training needs analysis
- All support staff complete a Staff Development Form prior to interview
- Interviews are conducted by the line managers
- A report of issues discussed is compiled during each interview
- Information about training needs is collated from these reports and is used by the Staff Development Co-ordinator (SW) to inform the Annual Staff Development Plan

Induction

- All Beginning Teachers are supported by the Staff Development Co-ordinator (SW) through the BELBs programme for Beginning Teachers
- Support staff are supported by their line managers
- Staff Handbooks are available for all staff and these are updated annually
- Induction interviews are conducted for all staff new to the school who are not BTs and any member of staff taking on a new responsibility. These are arranged for approximately 3 months after appointment.

These policy guidelines are translated into action through other policies and procedure, for example:

Strategic Development Plan

Annual Staff Development Plan

INSET Cost Benefit Analysis

Induction Policy

PRSD Policy