

St Joseph's Catholic Primary School

'following Jesus in all we do'

STAFF DEVELOPMENT POLICY

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Support Staff Development Policy

The Personnel Committee of the Governing Body of St Joseph's Catholic Primary School Worcester

Adopted this policy on 12th September 2018; Review September 2019

Following consultations with the recognised teaching unions

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Staff Development is an entitlement for all individual members of staff within the context of the school's needs. It is a supportive and developmental process designed to ensure that all employees have the skills and support they need to carry out their role effectively within the context of the School's ethos.

Statement of aims

For the school

- To establish a framework for a clear and consistent assessment of the overall performance of employees
- To improve the quality of teaching and its impact on pupils' learning.
- To raise pupils' achievement by providing high quality specific training and development for all staff.

For the staff

- To improve the quality of their practice by developing and refining the knowledge and skills required to fulfil their role in the school.
- To enable all staff to demonstrate the impact of their work in improving the achievement of pupils.
- To provide all staff with regular individual and collaborative opportunities to reflect on the quality of their practice and its impact on raising pupils' achievement.

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Planning

- The Governing Body is committed to ensuring consistency of treatment and fairness in the operation of managing performance as a Catholic school, as well as belief in the dignity of the individual. This Policy and its procedures offers opportunities to ensure justice for employees and pupils alike and has the potential for the expression of Christian qualities such as honesty, self-knowledge, respect for others and their gifts, recognition of the needs and achievements of others, challenge of self and others, personal growth and openness.
- Governors and Senior Leaders will take responsibility for the strategic planning of staff development, based on the school's self-evaluation and informed by analysis of outcomes for pupils and the impact of teaching and the curriculum on pupils' achievements.
- Governors and Senior Leaders will articulate within the annual School Development Plan how training, professional collaboration and resources (including time) will be allocated in order to achieve staff development priorities.
- Members of the Senior Leadership team, in their role as Appraisal reviewers, are responsible for identifying individual training needs and planning how best to support each individual in developing their practice.

Evaluation

- The impact of staff development and training on improving the quality of practice, both individual and collective, will be evaluated to ensure cost effectiveness and to inform future planning.

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- The school cannot necessarily provide financial support for major professional training courses but will actively support any individuals who undertake such training.
Link to staff appraisal (Support staff monitoring and development)

At St Joseph's appraisal is a time to celebrate achievement wherever possible, as well as for discerning where there is scope for development. Challenge is at the heart of the Gospels. Christ challenged all whom he encountered, each according to their needs and readiness

Appraisal is the process by which staff access professional review of their work in order to plan how best to develop their knowledge and skills in their roles and plan their career development, and through which they are held to account for the effectiveness of their work.

The Monitoring and Development of Support Staff at St Joseph's Catholic Primary School is in line with teaching staff appraisal and is designed to be:

- supportive and developmental
- conducted in such a way that all employees will be secure in the knowledge that their progress and commitment to the School are acknowledged.
- A time to celebrate achievement wherever possible, as well as for discerning where there is scope for development.

[Link to NCTL key messages doc](#)

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APPENDICES

- 1. NCTL Summary of Great Pedagogy (Full Report available)**
- 2. Teaching Staff Appraisal Policy**
- 3. Teaching Staff Review, planning and evaluation documents**
- 4. Support Staff Monitoring procedure**
- 5. Self-Review Proforma for support staff**