

# PROFESSIONAL DEVELOPMENT POLICY

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## Policy Statement:

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.

## Purpose:

In the modern competitive environment, employees need to replenish their knowledge and acquire new skills to do their jobs better. This will benefit both them and the company.

## Projecting Success vision for professional development

Projecting Success wants all staff to feel confident about improving their skills, as well as finding new ways towards personal development and success.

It is committed to provide appropriate and personalised opportunities for staff development. A commitment to progressive, high quality and assured development opportunities has the potential to improve standards and raises morale through personal and professional fulfilment as well as assisting recruitment and retention.

## Our responsibility:

### Identifying professional development needs

- The performance review – 2 a year ( All full time staff ) provides a structured opportunity for each member of staff to discuss their performance with their line manager. Professional development needs may be identified in discussing the effectiveness of the individual's performance in meeting their personal objectives over the next 12 months, and the contributions this might make to support Projecting Success.
- Professional development activities may be identified in order to enable an individual to:
  - i. Enhance their performance in the coming year
  - ii. Achieve revised objectives
  - iii. Undertake a new or broader role or responsibility
- All professional development that staff undertake is recorded internally and checked on a regular basis.

**NB this Policy will be reviewed and monitored every 12 months.**

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### Professional development activities

- Where external resources are required to deliver training, it may be possible to increase efficiency through arranging for a number of staff to be grouped together for such activities which may even be delivered remotely.
- Line managers should consider the opportunities that may be provided for increasing the breadth of staff knowledge and experience through conducting peer observations of teaching, learning and assessment

### Sector skills expertise, skills and performance

- All delivery staff are required to achieve the Microsoft technical certificate to enable them to keep their sector current.
- Observations of teaching, learning and assessment conduct throughout the academic year to all delivery staff. This will enable Projecting Success to monitor staff delivery of the curriculum, the impact of learning and to give feedback on areas for development.
- All delivery staff required to undertake and refresh an industry specific qualification ( L3 Award in Education and Training ).

### Staff enrichment

- As part of continuous professional development Projecting Success deliver a vast array of industry specific qualification to enhance out staff broader knowledge of sector requirements such as Mental Health, Safeguarding and GDPR.

### Staff induction

All newly appointed staff will take part in an induction programme during their first week. Their line manager should agree an appropriate programme prior to them taking up their post with the Trust, which will include the opportunity for them to meet with key members of the team. This programme is likely to have a number of standard elements, which will be applicable to all newly appointed staff. However, specific elements may be identified in the selection and recruitment process

To whom it may concern:

I can confirm as a member of the Senior Leadership Team that I fully agree with the content of this policy as part of the annual review.

Name: Vicky Emerson Position: Head of Human Resources, Learning and development.



Signature:

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