

POLICY / PROCEDURE

Document Title	Professional Development Policy
Version	2.0
Equality Impact Assessment Status	No issues identified against any of the protected characteristics. Low risk.
Approved by	Executive Team
Date approved	21/09/2021
Effective date	01/10/2021
Date of next review	01/10/2022
Lead responsibility	Vice Principal – Curriculum and Quality

1. Introduction

- 1.1. Staff development has a vital role to play in supporting Derwentside College to achieve its mission: to provide high quality education and training that shapes the future and transforms lives. Via the College's annual Development Plan, we will set out the approach to developing our workforce in order to support the achievement of our strategic aims.

2. Purpose

- 2.1. The purpose of this policy is to outline Derwentside College's approach to staff development, which will include:

- Internal staff development days
- External professional development for individuals and groups
- Online learning
- Improvement projects
- Industrial updating
- Coaching and mentoring
- Attendance at external conferences and events
- Specific CPD for individuals identified via performance management appraisals
- Requests for CPD from individual staff

3. Scope

- 3.1. This policy applies to all staff, both teaching and non-teaching. Investment in staff development will be made where it is judged it will have the largest impact on the achievement, progress, retention and experience of our learners.

4. Internal staff development days

- 4.1. The College will plan into the college calendar three staff development days, called Teacher Innovation Days (TIDs), each academic year. These development days will be mainly focused on CPD for teaching staff, the themes of which will be determined by the findings of the Improving Teaching, Learning and Assessment (ITLA) activities of the previous term and targets set during appraisals.
- 4.2. Internal Staff Development Days will also be used to deliver compliance training sessions, statutory guidance training e.g. safeguarding updates, along with any other relevant training as may be required.
- 4.3. Time at internal staff development days will also be allocated to allow staff to work on improvement projects with their colleagues.

5. External staff development/attendance at conferences and events/specific CPD for individuals

- 5.1. The Vice Principal – Curriculum and Quality will oversee a staff development budget for external training. Most requests for external staff development will come as a result of PMRs, but ad hoc requests will also be considered. The overall curriculum staff development budget has been devolved to team level, with the amount dependent on the number of staff working in the team.
- 5.2. The Vice Principal will consider staff development requests in the context of the scope of this policy and according to the strategic aims of the College's annual development plan.
- 5.3. Any member of staff wishing to apply for funding for CPD should complete the Staff Development Application Form and submit it to their Manager, having discussed it with them first. The Vice Principal will consider the application and either approve or reject the request.
- 5.4. If approved, the signed form will be returned to the staff member in question to organise the training.
- 5.5. A member of the Business Operations Team will keep a log of all requests for CPD and is available for support in sourcing and booking training.

6. Industrial Updating

- 6.1. It is vital that College staff are industrially up to date, taking account of the latest industry standards in order to provide teaching that supports learners and apprentices to thrive in their chosen sector. All delivery staff will be supported by the College with five days per year to spend in industry, updating their skills.
- 6.2. Staff can take the five days at any time, provided that it is approved by their Manager and does not impact on any delivery plans.
- 6.3. Any member of staff who spends time in industry should share their findings with the relevant members of their team in an appropriate manner.

7. Evaluation

- 7.1. The College aims to continually improve the quality and range of staff development. As such, all internally delivered staff development will be evaluated for its effectiveness. The Teaching, Learning and Assessment Manager will lead the evaluation of CPD for teaching staff, the findings of which will be presented to the Executive Team as part of its business cycle.
- 7.2. The findings will be used to inform the nature of the delivery of any future staff development and the quality of internal training.

8. Coaching and mentoring

- 8.1. Derwentside College utilises coaching and mentoring for its teachers as part of the Improving Teaching, Learning and Assessment Policy. The College has a number of qualified coaches and all teaching staff have access to coaching at structured times and upon request.

8.2. Members of non-teaching staff who would like support from a coach should request it via their line manager.

9. Equality & Diversity

9.1. The College has paid due regard to equality considerations during the preparation and implementation of this Policy.

9.2. These considerations included the potential for any differential negative effect on the grounds of age, disability, gender reassignment, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief (including lack of belief), sex, sexual orientation, marriage or civil partnership.

9.3. The College's judgement is that there is no such negative effect on those grounds and, consequently, no potential breach of the Equality Act 2010.

9.4. The operation of this Policy and Procedure will be monitored by the HR Manager in order to establish that no unlawful discrimination is taking place and to identify opportunities for the College to enhance equality of opportunity and fair treatment.

10. Review

10.1. This document will be reviewed on an annual basis. The next review will be by 1st October 2022.

11. Document Identification

Category [select ONE only]	<input checked="" type="checkbox"/> Programmes/courses <input type="checkbox"/> Partnerships <input type="checkbox"/> Finance <input type="checkbox"/> Quality <input type="checkbox"/> Governance <input type="checkbox"/> Health and safety <input type="checkbox"/> Facilities <input type="checkbox"/> Computer Services <input type="checkbox"/> MIS <input type="checkbox"/> Admissions <input type="checkbox"/> Teaching and learning <input type="checkbox"/> Personnel
Audience [select ALL that apply]	<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Learners <input type="checkbox"/> Partners <input type="checkbox"/> Suppliers