

Paradis International College	Doc. Ref. :
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Professional Development Policy	

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Rationale

High quality professional development is one of the cornerstones of an effective school. It enables staff to develop the high-level skills and knowledge they need to improve their practice, which is central to improving student learning. Like the members of other professions, teachers and education support staff need to be continuous learners who see their own learning as being fundamental to their membership of the profession – rather than something that is incidental or optional. Focused and needs-driven professional development programs provide optimum opportunities for professional growth and the building of leadership capacity among staff.

Aims

- To provide opportunities for all staff to further their professional knowledge and skills in the best teaching and learning practices, leadership, student engagement and wellbeing, and student transition.
- To build staff capacity to lead specific areas of the school such as student learning, student engagement and wellbeing and student transition.

Implementation

- The school's delivery of professional development for staff is based on the needs of the staff that are identified at the beginning of the school year through questionnaires and recommendations from mentors.
- A whole-school professional calendar will be published at the beginning of each school year. (This calendar may need to be modified throughout the year based on school and staff needs).
- A school leadership member will be assigned the responsibility of professional development leader. Their role will be to inform staff of professional development opportunities via email and fliers, which in turn will reflect individual staff needs as identified in performance review plans. The leader will also play a role in coordinating and organising professional development activities for individuals and the whole school.

- Each individual's professional development is a shared responsibility between the school and the staff member.
- Each staff member will develop a personal professional development plan that is embedded within, and is reflective of the Department's performance review process and school standards.
- Each staff member's professional development will be tracked by the Professional development leader.
- Staff are encouraged to seek from and provide professional development to other staff members. Key staff will be allocated to facilitate coaching and/or mentoring roles within the school.
- School council will provide adequate resources for funding the professional learning of staff.
- All staff wanting to attend externally provided professional development will need to complete a *PD request form* and submit it to the professional development leader. The requests will be discussed at School Improvement Team meetings where they will be either accepted or declined. Where a request is declined, an explanation will be provided, and alternative professional learning experiences will be suggested (where possible). Staff attending externally provided professional development have a responsibility to provide a brief verbal report to the remainder of the staff about the activity and its benefits to enable shared internal learning. This will be done at team and staff meetings.

Evaluation

This policy will be reviewed as part of the school's four-year strategic plan.

Principles

Paradis International College is committed to providing a supportive and rewarding environment for employees and recognizes that the quality, innovation, responsiveness, and professionalism of its workforce are linked to the further development of their skills and competencies.

Paradis International College focuses on three key levels for staff development:

- Strategic - to enable staff to meet the expectations of our strategy
- Operational - to enable staff to meet the requirements of their department
- Professional - to enable staff to develop their effectiveness and increase job satisfaction to achieve potential

Furthermore, it is critical that all members of staff have a passion for learning and take the responsibility to plan and manage their own career development. The performance review process provides staff with an opportunity to discuss their career development and identify areas that they wish to be professionally developed in.

For the purposes of this policy, Continuous Professional Development (CPD) is any activity which enables a member of staff to be more effective in carrying out his or her professional duties which can include but is not exclusive to: in house courses (held by experienced specialized teachers); commercial courses; part time extended (vocational courses); attendance at external events and e-learning webinars (Cambridge online courses and Grading workshops).

Paradis International College will aim to support individuals through a variety of means within the prevailing budgetary provision and identified business needs.

Staff must proactively engage with and take responsibility for their own professional development as well as undertaking mandatory and relevant training required for a particular role. Staff are expected to avail themselves of the development opportunities provided to enable them to keep their skills updated and respond flexibly to change.

Professional development programs shall include orientation, induction and on-the-job training, career development and transition programs, internal or external courses, support for undertaking project work, support for participation in internal or external governance processes, attendance at conferences or seminars, and networking, coaching and mentoring programs.

Professional development will be included on the agenda of standardization meetings with Skills Coaches, Support Tutors and Trainers and form a key aspect of the course delivery quality control process.

The purpose of this policy is to encourage and support employees in their professional and career development as part of their employment Paradis International College and to provide administrative guidelines to facilitate fairness and equity in the application of these general

principles.

As a guideline for resourcing purposes, it is recommended that at least 5 working days per annum is set aside for individual staff involvement in learning and development activities according to individual needs and requirements. Paradis International College will maintain accurate records of individuals professional development activities.

Teaching and training knowledge will be maintained via a similar system to industrial knowledge with the addition of our Observation of Teaching Learning and Assessment process and regular feedback. All members of staff have access to all professional development courses provided by Paradis International College which will be discussed at induction.

Proposals for professional development

Employees shall be encouraged, as part of the performance review process, to take an active role in their own ongoing professional and career development and to apply their learning to its most effective use.

Any proposal by an employee for any change in their existing conditions of employment (hours of work, taking of leave, use of equipment, etc.) to facilitate their professional development shall be considered by the Director of College subject to:

- the policy of the organization to encourage such development where possible
- the overall training needs and priorities of our organization
- satisfactory assurances from that person's Line Manager that the business of the organization can be carried on satisfactorily in those circumstances
- equity in the provision of such facilitation between employees
- Any such agreement shall be fully documented in that person's personnel file.

Subject to available resources, Paradis International College is committed to providing employees with

- The opportunity to plan and develop skills, knowledge and attributes that complement organizational and department goals
- The opportunity to participate in career development activities that extend and enhance their capabilities and capacity for advancement within our organization
- Equity of access to professional development opportunities.

Process Professional Development needs may be identified through the following process:

- Performance Management
- The individual member of staff identifying training needs
- Work scrutiny

CPD undertaken as part of the Professional Development policy will be recorded in the Paradis International College Management system and it is incumbent upon everyone to ensure this is updated in accordance with this policy. The process requires the following information. Before:

- The reason(s) why the development is required, and specific outcomes/changes required in the job or role
- How the new skills/knowledge/experience/qualification will be implemented in the workplace.
- What preparation is needed before the development activity

After:

- On completing CPD all staff are required to provide an evaluation of the activity and update their CPD log and report back to their line any actions to address and to share the knowledge gained to other colleagues our organization
- Whether the development needs have been met
- The skill(s)/knowledge/experience/qualification gained from the development and how this can be applied in the job
- Any help or support needed to apply the new learning in the job Policy Position specific professional development

Where the Director of College decides that it is necessary for a staff member to acquire a particular skill, to learn specific material, or to acquire specific qualifications in order for them to carry out the duties attached to their existing position or in response to a change in legislative requirements, the organization shall be fully responsible for all costs incurred in acquiring that skill, that learning, or that qualification, and the staff member shall, where necessary, be given permission to attend any such course within working hours.

As such requirements would normally have been considered in the drafting of a job description and set out in the criteria for selection; it would thus seldom be the case that continuing employees would be required to acquire new qualifications.

Non position specific professional development

In its performance review procedures, the organization shall in every case encourage the person concerned to explore their CPD options.

During all one-to-one progress review meetings, the development of skills and capabilities to match the changing demands on our organization will be discussed.

Our induction and probation program will be used to identify any specific training needs.

Mandatory Staff Development Provision

The following staff development activities are mandatory and line managers should ensure staff participation in these where appropriate:

- Induction
- Health and Safety Training
- Equality and Diversity
- Safeguarding and PREVENT
- IT systems and security
- In addition, each new member of staff will have a personalized induction plan.

In addition to the mandatory training provided to all staff, certain staff will receive training that is fundamental to the success of our strategic themes.

Identification of Learning needs is crucial. We have developed a number of robust processes that ensure quality and regulatory compliance, one of which is the Initial Assessment process. Training is mandatory, monitored and regularly reviewed for this specific audience and need.

This policy will be reviewed at least annually.

Checklist:

Impact on Students/Staff:

Policy relates to staff but impacts on the quality of the student experience

Impact on Diversity:

Professional development applies to all staff

Impact on Health & Safety:

The Professional Development Program has contributed to ensuring that the college is a safe and

healthy environment for all its learners, staff and visitors.

Impact on Data Protection/Freedom of Information:

Confidentiality and trust will be maintained as far as possible.

Legal authority:

Responsive to legislation

Responsibility for maintaining this policy rests with:

Personal Development Leader