

NORTHWICK PARK PRIMARY AND NURSERY ACADEMY

PROFESSIONAL DEVELOPMENT POLICY

Northwick Park Primary and Nursery Academy is committed to supporting the professional development of all its staff. Planned development is needed for individuals and the whole school to improve the quality of education for pupils.

All new members of staff receive an induction appropriate to their role and experience. Legal requirements e.g. induction for NQT's, hygiene training for catering staff are always adhered to.

Staff are encouraged and supported to participate in national schemes such as being assessed as a leader of Forest Schools or as a leading subject teacher.

Agreed study time is guaranteed to allow staff to improve their own qualifications, e.g. Masters Degree, Diplomas or NPHQ.

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High quality professional development will:

- a) Meet identified individual, school or national development priorities.
- b) Be based on good practice – in development activity and in teaching and learning.
- c) Help raise standards of pupils' achievements, including those with special needs.
- d) Respect cultural diversity
- e) Be provided by those with the necessary experience, expertise and skills.
- f) Be planned systematically
- g) Be based, where appropriate, on relevant standards (e.g. subject leaders, SEN, SENCOs).
- h) Be based on current research and inspection evidence.
- i) Make effective use of resources, particularly including ICT

- h) Provide value for money.
- i) Have effective monitoring and evaluation systems, including seeking out and acting on user feedback to inform the quality of future provision.

The planning for professional development will begin with the identification of objectives that will emerge from the performance management cycle, annual school development reviewing and planning and Headteacher's/staff interviews.

From these objectives, it will be possible to :

- a) Identify needs.
- b) Decide what development activity is required and how to provide it and
- c) Define the outcomes and how to measure them.

Performance Management for Teachers is carried out by members of the Senior Management Team.

Performance Management for Nursery Nurses, Learning Support Assistants by their line manager.

In addition, the Headteacher holds annual meetings with all members of the teaching staff. Job description, training needs (arising from the Performance Management process) and curriculum budgets are discussed.

Having agreed on a programme for staff development which meets identified individual school and national development priorities. The Headteacher and Governing Body set an annual budget for staff development.

Evaluation and dissemination to other staff is a requirement of attending external courses.

Overtime payments are made to members of staff (excluding teachers) who exceed their normal hours.

Teachers attending weekend courses are given time off in lieu.

All travel and subsistence expenses are met at the agreed rate.

Policy Reviewed: December 2014

Review Date: December 2017

