

### **3.7. STAFF TRAINING AND DEVELOPMENT POLICY**

#### **PRINCIPLES**

Refer School Charter - Guiding Principles  
- Human Resources Goals 1 and 3

Staff training and development will reflect the priorities outlined in the Annual Development Plan and the Strategic Plan.

The appraisal system will identify areas for personal development.

Schoolwide or syndicate curriculum reviews will also identify staff development needs.

Adequate funding will be made available annually by the Board of Trustees.

All staff, including administration and property, will be given opportunities for training.

#### **PROCEDURES**

1. Each year, as part of formulating the annual school development plan, a staff training programme will be developed and costed. Provision will be made for corporate and individual professional development.
2. Professional development opportunities include
  - discussion / working with colleagues
  - cooperative planning and evaluation
  - staff and syndicate meetings
  - professional reading
  - use of teachers centres and advisors
  - attendance at conferences, seminars and courses both in and out of school time
3. Provision of funds from the professional development budget will be at the discretion of the principal and with reference to the strategic plan.
4. Co-ordination and monitoring of the professional development programme will be the responsibility of the principal and senior staff.
5. Details of courses / seminars etc will be made available to all staff.