STAFF DEVELOPMENT POLICY

Last Review:	January 2021
Next Review:	February 2024
Policy Owner:	Assistant Principal Curriculum/Staff Development Lead
Version:	For review by Standards Committee
Approved by Governors:	Tbc

1. Statement of Purpose

Loreto College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Loreto College is part of the 3-19 continuum of Catholic education in Manchester and it exists to respond to the educational needs of young people from its partnership high schools and special schools in Manchester and surrounding areas. Its primary purpose is to guide these learners to success by challenging them to achieve academic and human excellence and by supporting them in the pursuit of this excellence. In addition it will be proactive in identifying and responding to the needs of other learners from the Catholic, local and wider communities where they are consonant with the college's core values.

2. Context

Loreto College Manchester is part of an international network of Catholic colleges run by the Institute of the Blessed Virgin Mary, a religious order founded in the seventeenth century by the Englishwoman Mary Ward. It has provided education in Manchester since 1851 and was established as a sixth form college in 1977 as part of the reorganisation of Catholic secondary education in the city. Since April 1993 it has been a designated college under the Further Education Funding Council (From April 2001 with the Learning Skills Council).

3. Aims

The staff development policy aims to:

- enable staff to be guided by the teaching of Christ, providing all staff with the opportunity of living, working and worshipping in a Christian community

- give expression to the values of Mary Ward: freedom; justice; sincerity; truth; joy; internationality; excellence and encourages "seekers of truth and doers of justice".

- value all its staff as individuals and their need for professional development.

- encourages active staff involvement in their own learning and lifelong learning.

- promote the well-being of staff, providing opportunities for both professional and personal development, nurturing not just the educator but the whole person.

4. Mission Statement

The Staff Development Policy links into the College's Mission in that, (seeking to be an educational community which provides its members with the opportunity of living, working and worshipping in a Christian community, expressing the special charism of Mary Ward, valuing all types of learning and encouraging the involvement of students in their learning) it may enable the college to provide a variety of staff development activities in a manner consonant with these values.

"All the staff in our educational communities – administrative, technical, finance, estates – have an important role in building an environment in which the dignity of the person is respected and their education enhanced." "To this end the professional development of staff is given a high priority." LEEN - Vision, Values and Philosophy.

5. Reporting

The Assistant Principal: Curriculum has responsibility for Staff Development and reports on this through the Principal's HR Report to Governors. There is also an annual report to the October Standards Committee and the area has a Self Assessment Review which is validated as part of the quality assurance cycle.

Through Appraisal and Review staff can, via their line manager:

- reflect on their present situation
- discuss aspirations for the future
- evaluate their contribution to the College

6. Attendance At Courses & Conferences

The procedure for staff who wish to attend a short course or conference is as follows:-

1. Discuss your proposal with the Subject Leader, Curriculum Leader/Senior Manager with line management responsibility for the area covered by the proposed activity. Proposals will most probably reflect the training and development needs identified through the review process.

2. Collect form SD1 from either the staff intranet or the staff room. Provide the details requested on the form, namely:

   a. name, address and telephone number of the Course Provider
   b. venue of course
   c. date of course
   d. brief description of the aims of the INSET and the benefit to students arising from the activity
   e. how you propose to feed back outcomes to colleagues
   f. course fees excluding VAT
   g. travel costs

       h.   accommodation costs (where not built in to cost of the course)

3.   Ask your Subject Leader/Curriculum Leader/Senior Manager to complete their section of the form, namely:-

       a.   description of how the activity supports the development plan of their area and/or the College plan
       b.   details of arrangements made for students whose classes are affected by the activity

4.   Bring the completed SD1 and course application form to the Assistant Principal: Curriculum. When authorized, you will then receive confirmation of your request together with an SD number which should be quoted on all correspondence and used as a Purchase Order (p/o) number when booking courses (*).

5   After the activity has taken place, collect form SD2 and an evaluation form from the Assistant Principal: Curriculum to claim for expenses personally incurred, e.g. travel. [These forms are available from either the staff room or staff intranet].

      Travel expenses will be paid at the current College rate or the cheapest public transport. Hand in form SD2 with your report to the Assistant Principal: Curriculum attaching an attendance certificate, your report and any necessary receipts. This will then be passed to the Finance Office for payment.

6.   Unless the requirements of the course/conference dictate otherwise, only one member of staff will be supported for each activity. This is primarily to minimise disruption to classes.

7.   The Assistant Principal: Curriculum's signature on form SD1 is the authorisation to be out of College. Before attending any course/ conference/ examiner meetings etc. please complete the form available in the office, detailing your whereabouts and leaving instructions for students whose classes are affected by your absence. The College Office staff, Tutors and any other staff affected must also be notified.

Though the College will make every effort to support the development needs of all staff, priority will be given each year to needs identified through the Strategic Plan, the College Development Plan and the plans of each area of the College and the Appraisal/Review process.

(*) It is anticipated that during the life-cycle of this policy, the Staff Development booking system will be incorporated into the Cintra HR platform.

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