

STAFF DEVELOPMENT POLICY

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1. POLICY STATEMENT

- 1.1 Within this policy 'we' and 'us' means the Federation.
- 1.2 We are committed to providing all staff with opportunities for professional development, which should contribute to the overall effectiveness of the organisation and lead to a more capable, competent and efficient workforce.
- 1.3 Training will be provided in response to a range of issues:
 - our priorities and in support of the Transformation Plan;
 - individual team needs;
 - relevant individual staff training and professional development as identified in performance management processes;
 - support the implementation of new initiatives either at both Federation and national level;
 - ensure value for money;
 - provide School Direct and ITT training opportunities.

2. TO WHOM THIS POLICY APPLIES

- 2.1 This policy applies to all our staff.

3. WHO IS RESPONSIBLE FOR CARRYING OUT THIS POLICY?

- 3.1 The implementation of this policy will be monitored by the Directors of the Federation and will remain under constant review by a designated Vice Principal.

4. THE PRINCIPLES BEHIND THIS POLICY

- 4.1 We recognise the importance of developing all our staff and integrating individual and whole-Federation training needs. Equally, individual training and development should provide staff with opportunities for career progression and enhancement.

5. PROCEDURES

- 5.1 We will provide an annual training programme which will reflect the needs and priorities of the Federation overall. Staff will be required to complete a set number of disaggregated hours over the course of the year. The exact breakdown will normally be provided at the start of Term 1.
- 5.2 Individual professional development will be identified as a result of the performance management process, probation system and ECT programme. This should be discussed and agreed with line managers. For external courses such as the DfE-funded NPQ courses, staff should gain the support of their line manager and complete a training request form. This will be considered for approval by the Executive Principal.
- 5.3 Staff on ITT programmes will participate in our training where appropriate and will be supported individually by a mentor and overseen by the ITT co-ordinator who will identify and support with any further individual training needs.
- 5.4 We will make staff aware of the range of training and development opportunities available to them.

6. REPAYMENT OF TRAINING COSTS

- 6.1 We may, in some circumstances, agree to pay a financial contribution towards training courses. In some circumstances, employees will be required to complete an agreement for repayment of training costs.