IN SERVICE EDUCATION AND TRAINING (INSET) POLICY - CONTINUAL PROFESSIONAL DEVELOPMENT

The school's policy is to provide all staff with training relevant to their employment to ensure that the quality of pupil learning is enhanced and standards raised in accordance with the principles set out in Every Child Matters. Such training and development to be co-ordinated within the school development plan and to be managed within the resources available to the school.

PRINCIPLES, VALUES AND ENTITLEMENTS

All staff, teaching, support, office, kitchen, cleaning staff and governors shall have an entitlement to equality of access to high-quality induction and continuing professional development. All members of the school community will have opportunities through performance management, appraisal, evaluation and school development plans to discuss professional development needs.

The school will obtain appropriate quality standards in organisations that support effective Continual Professional Development (CPD) eg Investors in People, Basic Skills Quality Marks etc.

INDUCTION

All new staff starting at St Nicholas School will undergo an Induction Programme appropriate to their responsibilities. Every member of staff on entry to school will be handed a staff hand book with key policies and attend a training workshop with the INSET/CPD Co-ordinator about working practices at St Nicholas School. For staff working within class there will be a programme over the year of taught courses around skills required for their position. Priority will be given to Safeguarding, Moving and Handling, Behaviour Management (SCIPr), Health and Safety and medication.

For all other staff they will receive Health and Safety and Safeguarding training and job related training pertinent to their role ie pool chemicals training.
During the Induction period the Deputy Head and/or key stage manager will meet with the new staff to monitor their Induction Programme and ensure equality of information and training as well as deliver some skills based training pertinent to working within St Nicholas School.

The central emphasis will be on improving standards and the quality of teaching and learning. The ultimate aim is the improvement in the practice of individuals and teams through creating learning communities in which supportive and collaborative cultures directly extend the capacity for continuous self improvement.

CPD planning will be inextricably linked and integrated with the St Nicholas School development/improvement plan and be based on a range of information:

- The needs of the school as identified through its self evaluation;
- Issues identified through other monitoring eg OFSTED, quality standards such as Investors in People;
- National and local priorities eg national and local priorities;
- Performance Management;
- Feedback from staff and others including governors, pupils and parents.

The Continual Professional Development (CPD)/INSET Co-ordinator will:

- Be responsible for identifying the school’s CPD needs and those of the staff working within it:
  1. The CPD Co-ordinator will provide a training plan for staff for three years;
  2. The CPD Co-ordinator will provide school trainers with up to date training in:
     SCIPr, MOVE, Moving and Handling, Makaton, PECS, Bus training, Evacuation, E-safety and Safeguarding.

- Be responsible annually for discussing with the Head Teacher and governing body the main CPD priorities and the budget implications.
- Make arrangements for annual discussions between staff and the CPD co-ordinator to discuss the following within the context of St Nicholas School –
  - Needs and aspirations of staff
Methods of accessing CPD provision including appropriate funding;
Accreditation opportunities;
Ways of disseminating the training.

The policy will be implemented by:

- All staff, to develop the quality of pupil learning particularly in basic skills
- Developing the quality of the educational provision
- Developing individuals and teams, departments and the whole school so that all resources are fully utilised and people’s skills and abilities are deployed to their best purpose
- Evaluating current practice and plan future developments in the light of recent research and good practice
- Creating a learning environment for all with opportunities for everyone to maximise their potential
- Staff to access professional development courses and gain accreditation qualifications in SEN and/or related disciplines

Structure

- Priorities for staff development are identified in the School Development Plan and are the responsibility of the Inset Co-ordinator to implement
- The appraisal/ performance management process highlights areas for personal development and INSET and therefore needs to be communicated to the Inset Co-ordinator to enable the development of an individual training programme
- Curriculum Co-ordinators have a development plan for their area(s) of responsibility with specific targets including INSET needs, which are then communicated to the Inset Co-ordinator
- Action Plans for each phase highlight training needs where appropriate
- There is an induction Programme for new members of staff

St Nicholas School will support a wide portfolio of CPD approaches in an effort to match preferred learning styles of staff and to maximise the impact on teaching and learning within the school. These CPD approaches will include:

- Attendance at a course or conference;
- INSET - in school training using the expertise available within the school;
- team teaching, skills in classroom observation, sharing existing expertise;
- school-based work through accessing an external consultant/advisor;
- visits to other schools to observe or participate in good and successful practice;
- distance learning – eg training videos, relevant resources;
- The school works closely with the Local University (Christchurch) to develop a range of flexible postgraduate and Masters Courses to meet the needs of teachers.
- St Nicholas staff will deliver on request training relevant to the Post Graduate Certificate of Education Course (PGCE), Newly Qualified Teachers (NQT), Graduate Teacher Programme (GTP) courses in conjunction with the local university.
- Delivering training via the Local inclusion forum team (LIFT) meetings and Special Educational Needs Co-Ordinator (SENCO) meetings for Canterbury City and Coastal consortiums.
- Use of the Local Authority training packages particularly for middle managers and curriculum co-ordinators.

The INSET Co-ordinator and Leadership Team plan the Staff Development Days for the year on a three yearly cycle. The INSET Co-ordinator is responsible for ensuring that all staff are made aware of relevant courses and programmes that are available to meet the needs that have been identified through the processes described above.

Recording

The INSET Co-ordinator keeps a database on the School Information Management System (SIMS) of training undertaken

- Each member of staff to keep a professional development portfolio to keep a record of training undertaken and certificates received.
Evaluation of INSET/CPD

- Performance Management process provides feedback in effectiveness of INSET
- Impact on pupil and school attainment
- Improved teaching and learning
- Increased staff confidence
- Increased evidence of reflective practice
- The School Development Planning process ensures there is an evaluation of the INSET Programme each year
- The INSET Co-ordinator reports to the Headteacher and the Senior Management Team each term
- Course feedback is sought on every possible occasion from delegates, and is used to evaluate, modify, improve and develop courses

MONITORING AND REVIEW
The policy will be reviewed regularly to ensure continuity and in line with any changes in Statutory Guidance. The policy will be reviewed by the INSET co-ordinator on a yearly basis and any changes will go via the Governing Body when necessary.

EQUALITY AND EQUAL OPPORTUNITIES STATEMENT
St Nicholas school, in all policies and procedures will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of membership of any group, including gender, sexual orientation, family circumstances, ethnic or national origin, disability (physical or mental), religious or political beliefs.
St Nicholas school aims to:
- Provide equal opportunity for all
- To foster good relations, and create effective partnership with all sections of the community
- To take no action which discriminates unlawfully in service delivery, commissioning and employment
- To provide an environment free from fear and discrimination, where diversity, respect and dignity are valued.

All aspects of Safeguarding must be embedded into the life of the school and be adhered to and is the responsibility of all staff.

LINKS TO OTHER POLICIES:
Safeguarding
Single Equality Scheme
Monitoring and Evaluation
Teaching and Learning
All curriculum policies
Performance Management
Inreach and Outreach

ANGELA PIKE
REVIEWED Term 3 2013